



POLICY NO. 1.0.4.4
JOB DESCRIPTION
LANDFILL and AIRPORT
OPERATIONS SUPERVISOR

Date of Policy:	November 14, 2022
Scheduled Review Date:	April, 2023
Resolution Number:	2022-650

Title	Landfill and Airport Operations Supervisor
Division	Operations and Engineering
Reports To	General Manager of Operations and Engineering
Level	Out-of-Scope
Job Type	Permanent Full-Time
Length of Work Week	40 hours (32 hours landfill/8 hours airport)
Starting Salary	\$
Key Relationships	General Manager of Operations and Engineering Landfill Operations Staff Airport Operations Staff
Role Purpose	<p>The Landfill and Airport Operations Supervisor is responsible for oversight of all operations at the Town’s landfill site and oversight of all operations at the Town’s airport. The Landfill and Airport Operations Supervisor reports to the General Manager of Operations and Engineering.</p> <p>This individual will be proactive, visionary, and highly professional with proven organization skills and the ability to adapt to varying workloads.</p> <p>The Landfill and Airport Operations Supervisor will be responsible for accomplishing department objectives and goals within guidelines established by the General Manager of Operations and Engineering.</p>



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	<p>Other responsibilities will include supervision of all landfill staff and overseeing all aspects of solid waste management at the landfill site including recycling, garbage collection, and composting, along with supervision of all airport staff and overseeing all aspects of operation at the airport.</p> <p>The Landfill and Airport Operations Supervisor performs landfill and airport supervision in accordance with <i>The Municipalities Act</i> and all other applicable provincial and federal legislation along with bylaws and policies approved by Council.</p>
<p>Required Qualifications</p>	<ul style="list-style-type: none"> ❖ Post-secondary diploma, certification, or degree relating to an environmental science discipline ❖ Post-secondary diploma, certificate, or degree relating to aviation management ❖ SWANA Certification - Landfill Basics ❖ Manager of Landfill Operations (MOLO) course or successful completion within six months of hire required ❖ Thorough knowledge of applicable federal regulations issued by Transport Canada relating to airport operations ❖ Thorough knowledge of applicable provincial regulations relating to airport operations ❖ Accredited Airport Executive (AAE) designation is an asset ❖ Valid Class 5 Saskatchewan Drivers' License ❖ Previous environmental services or landfill experience preferred ❖ Business Administration and/or Human Resources experience are an asset ❖ Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances



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Key Roles and Responsibilities	
General Responsibilities	<ul style="list-style-type: none"> ❖ Provide senior management of the waste collection and landfill operation and senior financial oversight and business development ❖ Provides senior management of the airport operation and senior financial oversight and business development ❖ Ensure positive customer service orientation is maintained in the operation of the landfill and ensure processes to maximize communication with customers to guarantee a positive image is portrayed to customers ❖ Ensure compliance with environmental guidelines and requirements ❖ Ensures compliance with aviation guidelines and requirements ❖ Liaises with federal and provincial governments regarding airport operation ❖ Develops and maintains close working relationships with officials at Transport Canada, Nav Canada, and Canadian Air Transportation Security Authority ❖ Negotiates leases and subleases with tenants on the airport property and conveys the negotiated information to the Legislative and Legal Services Officer for preparation of agreements ❖ Ensure all deadlines are met in a timely manner
Policy	<ul style="list-style-type: none"> ❖ Ensures all policies relating to landfill operations are diligently complied with ❖ Ensures all policies relating to airport operations are diligently complied with
Bylaws, Agreements and Contracts	<ul style="list-style-type: none"> ❖ Reviews and understands bylaws approved by Council relating to landfill operations ❖ Reviews and understands bylaws approved by Council relating to airport operations



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Performance Assessment	<ul style="list-style-type: none"> ❖ Agrees to the right of the General Manager of Operations and Engineering to undertake an annual performance review (or more frequently as determined by policy, bylaw, or resolution)
Meetings	<ul style="list-style-type: none"> ❖ Provides reports relating to landfill operations and statistics to the General Manager of Operations and Engineering monthly ❖ Provides reports relating to airport operations and statistics to the General Manager of Operations and Engineering monthly
Other Related Duties	<ul style="list-style-type: none"> ❖ Fulfills all obligations of The Municipalities Act and all other applicable legislation relating to landfill operations ❖ Performs other related duties as may be required by the General Manager of Operations and Engineering
Authorizations	<ul style="list-style-type: none"> ❖ None
Competencies and Behaviours	<ul style="list-style-type: none"> ❖ The incumbent is expected to demonstrate the following competencies and behaviors to successfully meet the requirements of the position: <ul style="list-style-type: none"> ➤ Understanding of municipal processes in the context of landfill operations ➤ Understanding of municipal processes in the context of airport operations ➤ Ability to demonstrate confidentiality relating to information about operations of the Town ➤ Ability to deal effectively with people in difficult situations ➤ Ability to demonstrate strong commitment to accepting direction from the senior management level ➤ Creativity and innovativeness ➤ Ability to foster effective working relationships in an environment with fluctuating conditions



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	<ul style="list-style-type: none"> ➤ Ability to continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints ➤ Superior organizational skills and the ability to perform multiple duties simultaneously with competing deadlines ➤ Highly accountable and reliable <ul style="list-style-type: none"> ▪ Takes personal ownership and responsibility for the quality and timeliness of work commitments with integrity ➤ Working knowledge of The Municipalities Act and all other legislation affecting municipalities
Additional Benefits Provided	<ul style="list-style-type: none"> ❖ Payment of annual professional association membership dues ❖ Payment for professional development training courses, upon approval by Council