

JOB OPPORTUNITY
Cross Lake Band of Indians
Full- Time Solid Waste/Recycling Coordinator

Role: Oversee the day-to-day operations of the landfill facility, Develop and implement Recycling program, maintain records and report to Cross Lake Band Administration and relevant industry recycling programs.

Landfill site responsibilities:

- Oversee Operations of Site
- Manage Employee Time Sheets
- Ensure Tasks are given to Operators
- Ensure Proper procedures are followed
- Respond to community questions regarding disposal at site
- Work with industry recycling programs to obtain the tools, equipment and training for proper operation
- Work with Management on a regular basis

Recycling Responsibilities:

- Assist in developing Recycling Program
- Explore sources of external funding. Prepare funding proposals and associated documentation
- Coordinate/facilitate access to resources and rebate programs.
- Development, delivery, and presentation of sustainable Community Waste/Recycling management educational and outreach materials including, benefits, risks of poor waste/ recycling management and the three R's (Reduce, Re-use, Recycle).
- Work with partnership organizations to provide awareness

An important part of the landfill operator's role is to register, log and report on waste and recyclables collected to both Administration and industry recycling programs.

- Monitor waste received at site
- Keep daily/weekly logs on file from operators
- Schedule appropriate agencies/transporters to pick up recyclable or hazardous materials to transport out of the community and record/collect receipts for what is removed
- Provide reports to Public Works Director and the relevant industry recycling programs

Skills and Requirements:

- Computer skills definite asset
- Experience in social media and word processing programs (ex. MS Word, MS Power point, MS Excel)
- Strong organizational and supervisory skills
- Valid Manitoba Class 5 driver's license
- Understand current issues, challenges and opportunities for waste minimization in Cross Lake and Manitoba
- The ability to communicate in Cree is a strong asset.

Recommended training:

- First Aid/CPR
- Knowledge and respect for First Nations culture, traditions, and practices
- Post Secondary education in Environmental sciences, or a combination of equivalent education and experience is required for this position. However, a Grade 12 education with a combination of experience may be accepted.
- Organizational skills with the ability to manage multiple tasks and completing priorities.
- Experience in environmental services, including project management and supervision would be an asset.
- SWANA (Solid Waste Association of North America), including:
 - Landfill Operator Basics
 - Manager of Landfill Operations
 - Landfill Fire Training
- Familiarity with Health and Safety requirements.

A detailed Job description is available upon request.

Send resume and cover letter to:

Vivian Blacksmith

Cross Lake Band of Indians

204-676-2218

Closing date: Open till filled