

# DAWSON CITY, YUKON

## WASTE MANAGEMENT SUPERVISOR

### Permanent Position

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The City of Dawson is seeking applications for Waste Management Supervisor. This position is responsible for the daily oversight, operation, maintenance, administration and development of the municipal solid waste management facilities and collection/diversion systems. This position also oversees the Landfill, Collections, and Waste Diversion staff.

**If either position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

- Post-secondary education in environmental science, natural resource management, or engineering (civil or environmental), or equivalent preferred (other relevant areas of education may be considered).
- 3 years of experience in solid waste management, ideally in a municipal or government environment.
- 2 years of experience working in customer service or dealing with the public
- 1 year of supervisory experience.
- Excellent communication and documentation skills
- Strong organizational skills, the ability to handle and prioritize multiple projects at one time, both independently and in a team-based environment, to meet critical and irregular deadlines.
- Proven contract administration and project management skills.
- Working knowledge of solid waste management systems, infrastructure, and regulatory requirements.
- Proficient with cellphone, computer use, and MS Office suite.
- Understanding of procurement, budget process and basic accounting proficiency
- Strong decision making and proactive approach to problem solving
- Ability to work with minimal supervision
- Discretion, tact, compassion, good judgement, and cultural competence
- Ability to work flexible hours including evenings and weekends
- Ability to maintain confidentiality
- Valid Class 5 Drivers Licence
- Standard First Aid
- WHIMS
- SWANA Training

A job description is available upon request.

#### **Closing Date:**

A current resume and cover letter must be received at the City of Dawson Administration Building by **2:00 pm on Thursday October 26, 2023**. Applications to this position may be submitted by mail or email to the following:

#### **Shelly Musyj, Human Resources Officer**

PO Box 308  
Dawson City, Yukon Y0B 1G0  
hro@cityofdawson.ca

#### **Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 5 with a salary range of **\$75,259 – \$90,312** plus benefits with evening, weekend and holiday work required.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.  
We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)