

# The District Municipality of Muskoka is currently recruiting for a **Contract & Programs Administrator**



The District of Muskoka is seeking a dynamic Contract & Programs Administrator to join our Solid Waste team within the Engineering and Public Works department on a temporary full time basis for up to five (5) months.

Reporting to the Manager, Solid Waste, the Contract & Programs Administrator is responsible for assisting with the administration and operation of solid waste management services, overseeing and advising on the administration of assigned contracts and working to resolve problems in conjunction with field staff and contractors. This job will also assist with the development of public awareness and educational material and with the delivery of related programs, including the development and reporting on the District's waste management program and diversion initiatives.

The Contract & Programs Administrator is responsible for, but not limited to:

- Oversee contracted waste collection and processing services; ensure all contract requirements are completed
- Respond to customer queries/ complaints associated with the collection, diversion and disposal of solid waste
- Work closely with District staff, site attendants, and service providers to address/remedy queries and complaints relating to collection services, landfill sites and transfer stations.
- Facilitate communications between District staff, contractors and area municipalities, as required and on a variety of matters including assisting with placement of road-side bins, facilitating discussion/ approval with area roads department
- Assemble documentation for quotes, tenders, proposals and purchase orders for the provision of contracted services and materials (e.g. collection services, signage, bins, supplies, etc.)
- Arrange for distribution of residential waste containers (green bin delivery)
- Review billings from waste management service providers to ensure in compliance with agreed upon terms of contract; escalating issues to management for review
- Act as a municipal law enforcement officer for all by-laws passed by the District of Muskoka in accordance with the District's By-Law appointing Municipal Law Enforcement Officers.
- Transfer and maintain data from the Ministry of the Environment's HWIN system.
- Administer Resource Productivity and Recovery Authority (RPRA) Tires, Electronics and Municipal Hazardous or Special Waste programs and prepare spreadsheets for reporting purposes and access to eligible funding programs.
- Provide program support and analysis by developing and maintaining databases and electronic records on the District's waste diversion activities.
- Work closely with individuals, ratepayer associations and community groups to develop, organize and participate in special waste management events (e.g. large item collection, public meetings, committee meetings and school classrooms).
- Assist with both proactive and reactive local media communications, media outreach opportunities, production of educational and promotional materials and public information notices to meet the goals of the District's waste management program.



## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

## What you will bring to us

We would expect that your strengths will include excellent customer service, communication and organizational skills. In addition, you should have a clear understanding of contract documents and payment certificates, solid waste management operations, and equipment used in waste collection, diversion and disposal.

On the practical side, you will be a graduate of a two-year post-secondary program in civil engineering or environmental sciences, or equivalent. You will have two (2) years of directly related experience in areas such as contract and project coordination experience, preferably within the waste management sector, municipal public works or a related field.

## What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The hourly wage for this temporary job is \$ 24.76 - \$ 27.13 per hour.

## How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application:

<https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

**POSTING CLOSING DATE: Wednesday September 9, 2020 @ 12:00 NOON**

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.