

**SCHEDULE A**

**POSITION TITLE: Quality Control/Office Assistant**

**TITLE OF SUPERVISOR: CAO OF THE BVWMC**

**GENERAL ACCOUNTABILITY:** Reporting to the CAO of the BVWMC, the Quality Control/Office Assistant will be responsible for Organics quality control/monitoring, mix designs, retrieving samples, general analysis of organics while providing quantitative data in report form. This position will be cross trained to assist the CAO in general office duties; assist the Towards Zero Waste Coordinator in marketing, public relations, monitoring, tracking and reporting. In addition, Quality Control/Office Assistant will assist as a Scale Attendant as needed.

**PLACE OF WORK:** Commission Office

**MINIMUM QUALIFICATIONS:**

1. Must have a valid Alberta driver's license.
2. Must have formal education in Environment Studies or similar degree &/or experience
3. Must be trained in the use of Overdrive Waste Management Software (will train)
4. Possess the ability to educate and promote environmentally sound practices and solid waste related programs to businesses and residents
5. Must be in good physical shape to lift up to 50 pounds
6. Must possess Standard First Aid and CPR certificate.
7. Good to excellent Public Relations skills
8. Able to work occasional weekends if needed

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## SPECIFIC DUTIES:

Quality Control	<p>Report to the BVWMC CAO</p> <p>Coordinate the day to day composting processes, monitoring, sampling and analysis;</p> <p>Develop &amp; maintain best organic/yard waste mixes &amp; processes</p> <p>Record quantitative data in report form</p> <p>Develop and maintain existing programs &amp; trails</p> <p>Implement surveys/audits as required</p> <p>Develop/monitor end-use markets</p> <p>Assist Towards Zero Waste Coordinator in marketing, public relations, events/recycling, monitoring &amp; reporting while actively maintaining programs and the development.</p>
Office Assistant	<p>Document filing related to operations, accounts payable/receivable, health and safety and procedures;</p> <p>Responsible for Administrative controls/maintain logs, activity sheets, material tracking spreadsheets etc;</p> <p>Maintenance/cleaning of Commission office and equipment;</p> <p>Answering phones/customer liaison/activity logs;</p> <p>Other related duties required by the CAO</p>
Scale Attendant	<p>Responsible for operation of weigh scale/software to log in customer, sources, quantities and types of waste received;</p> <p>Liaison with landfill operators and field staff on an ongoing basis regarding waste composition, classification and compliance;</p> <p>Provide site direction and program education and distribution of flyers/rate sheets;</p> <p>Recoding all accidents and near misses, and waste discrepancies to the CAO verbal and in writing;</p> <p>Knowledge of and adherence to the Operations/Safety Plan</p>

Approved by the CAO of the BVWMC: \_\_\_\_\_ Initial          Date