

## **Edson and District Recycling Society – Depot**

The EDRS manages the Edson and District Recycling Depot. The depot opened its doors in December 1994. Since that time the depot has evolved and grown in many ways. The Edson and District recycling program is regarded as one of the top programs in Alberta (Western Canada) and is held up as an example of how to design collection and educational programs in rural communities.

The Depot provides an avenue for residents, municipal and ICI sectors of the community to reduce, reuse and recycle their disposable items. Educational and promotional programming plays an integral role in the EDRS's mandate. The society believes that the connection between individuals, our community and our environment must be not only maintained but strengthened. A healthy, fully functioning environment is essential to our social and economic wellbeing.

The EDRS is the only collection area in the community for all hazardous recyclables such as used oil (oil, plastic containers and filters, electronics, paint, household hazardous waste, fluorescent light tubes and batteries as well as all other recyclables such as paper products, plastics, glass and tin. The Depot is also home to the centralized composting program (grass and leaves) and the reuse center, "Take it or Leave it".

The EDRS programs provide employment opportunities, including some for individuals and groups who are challenged to find viable work opportunities. The society runs a school -community education program along with a pick-up program for recyclables and refundable bottles. It employs 6 full time equivalent employees and several volunteers.

### **Recycling Operations Manager**

- Ability to multi-task and show leadership skills
- Able to take direction well and execute with little supervision
- Ability to manage others effectively
- Mechanically inclined
- Previous management skills
- Ability to manage a team of individuals who have a wide range of abilities and skills in a safe environment.
- Ability to develop and enhance partnerships with businesses and NGO's
- Attend all meetings of the EDRS and take minutes;
  
- Provide leadership, supervision and general direction to facility workers;
- Identify purchasing requirements to the EDRS and conduct purchasing of approved items;
- Coordinate the shipping and receiving of materials to ensure the timely and efficient processing;
- Ensure and coordinate the general maintenance of the Recycling Depot and equipment. Report to the EDRS on items requiring major maintenance and /or replacement.
- Assume a leadership role in customer relations/service at the facility.
- Ensure that the depot is adequately staffed and supervised
- Be responsible for overall safety of the facility including but not limited to:
  - First aid equipment
  - Fire suppression equipment
  - Building Security
  - New Hire orientation
- Assess service and processing methods with regard to improving efficiency and cost effectiveness.
- Assist with the development of a long range business plan for the recycling facility.
- Look for innovative projects (employment and service driven) to network with various community groups based on a community partnership model i.e. school work experience, individuals (youth and adult) with special needs, community service (court mandated) and volunteers from the general public.
- Manage a budget within limits set by EDRS