



Job Posting

General Manager (Full-Time)

Description:

The General Manager, on behalf of the Ottawa Valley Waste Management Board, directs the Centre's overall business, financial, environmental, and organizational policies. The General Manager develops, recommends, and implements, through a senior management team, approved annual budgets and organizational policies and goals in accordance with approved Ottawa Valley Waste Management Board policies and directives.

Responsibilities:

- Effectively manage the Centre's operational and business activities to accomplish the goals and objectives of the Ottawa Valley Waste Management Board and to preserve the organization's prestige and public esteem.
- Responsible for human resources including staff relations, discipline, hiring and termination of staff in consultation with the appropriate supervisor when necessary, and establishing compensation and working conditions for all staff. Responsible for the direct supervision of four or more supervisory staff.
- Maintain the Centre's operations in compliance with all federal, provincial, and municipal rules, legislation, and regulations.
- Liaise with government, corporate officials, business organizations, individuals, special interest groups as needed and manage the Board's corporate affairs with respect to policy development, program implementation, business development, client services and research.
- Manage and control all logistics with respect to Board meetings.
- Plan and implement programs to achieve and maintain the Board's goal of "Walking Lightly on the Environment." Act as an ambassador for OVWRC; marketing the business both in residential and Industrial, Commercial & Institutional (IC&I) sectors.
- Supervise and control through the establishment of sound policies and procedures for all business and management activities including the Centre's financial systems, investments, reserves, long term capital plan, annual operational and capital budgets, human resources, purchasing, support systems (gatehouse and IT), communications and health and safety.
- Maintain communications with internal and external individuals, groups, agencies, and bodies. Represent interests of the Board and the broader municipal sector on a variety of waste management related issues.

Qualifications:

- Strong leadership and interpersonal skills.
- Excellent verbal and written communication skills.
- Minimum seven years previous senior management experience in administration, finance, accounting, procurement, human resources, environmental management,



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statute, contract and common law, strategic and business planning, and project management.

- University degree or post graduate study in environmental management, business administration, planning or equivalent field of study would be considered an asset.
- Valid Class G driver's license and use of personal vehicle is required.
- Must be able to work in an office setting with some exposure to processing related noise, dust, and odours.

Other Information:

Annual Salary: \$113,755 to \$129,542 plus comprehensive benefits package.

Interested candidates should submit their resume with cover letter by October 23, 2023, 12 PM to Elizabeth Graham, Communications & Special Waste Supervisor, via egraham@ovwrc.com, fax at 613-735-1837 or mail at 900 Woito Station Road, Pembroke, ON K8A 6W5

We thank all who apply, but only those being interviewed will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.