



Position Title: Solid Waste Management Technician	Department: Solid Waste Management
Date: April 2026	
Reporting Manager Title: Manager of Solid Waste	
Reporting Supervisor Title (if applicable): Supervisor of Solid Waste Management	

Position Summary:

Reporting to the Manager of Solid Waste and the Supervisor of Solid Waste Management, the Solid Waste Management Technician provides technical support services for the solid waste management department. The position conducts inspections, audits, monitors compliance with contracts, operational certificates and bylaws, performs electric bear fence monitoring and repairs, supports public education initiatives, and assists with reporting and documentation requirements.

Essential Duties and Responsibilities:

Facility Inspections & Contractor Compliance

- Inspect solid waste management facilities to ensure adequate operations and compliance with maintenance and development contracts, bylaws, operational certificates and provincial regulations.
- Determine level of contractor compliance and recommend course of corrective actions as required.
- Instruct contractors on proper procedures to ensure activities are being completed to the terms and conditions and associated design plans provided in contracts.
- Conduct inspections of physical works and arrange for maintenance and repair as required.
- Monitor bylaw infractions including collecting and documenting evidence.

Electric Bear Fence Monitoring

- Monitor water quality at various facilities and assist in the preparation of annual environmental reports.
- Operate, maintain and complete minor repairs to electric bear fences.
- Track repairs and forecast replacement and expansion timelines for electric bear fence systems.

Equipment Operation & Field Work

- Operate various equipment such as computers, phones, cameras and photocopiers.
- Operate vehicles for inspections.

Public Education & Communication

- Procure, and maintain inventory of signs and arrange for installation to facilitate proper use of facilities.
- Assist with curbside recycling audits and carry out promotion and education activities for curbside collection.
- Respond to inquiries, concerns and requests for information from the public and government agencies regarding associated duties.
- Prepare inspection reports and correspondence as required.

Administrative Support

- Maintain inventory of materials and purchase supplies as required.
- Perform other related duties as required.

Supervisory Responsibility

- Provide directions to contractors as required.

Financial Resources:

- Prepare recommendations for signage and promotional materials components of budget.
- Order and purchase supplies as required.

Technical Expertise:

Knowledge

- Knowledge of solid waste management operations and facility requirements.
- Knowledge of applicable bylaws, operational certificates and provincial regulations governing solid waste.

Skills

- **Compliance Monitoring:** Ability to conduct facility inspections and monitor contractor compliance with contracts, bylaws, operational certificates and regulations.
- **Electric Bear Fences:** Ability to trouble shoot electric bear fence issues and complete minor repairs.
- **Communication:** Ability to prepare reports, correspondence, and respond to enquiries from the public and government agencies.
- **Public Education Support:** Ability to assist with preparation of educational materials and signage.

Abilities

- **Independent Field Work:** Ability to work independently while conducting inspections and monitoring activities.
- **Attention to Detail:** Ability to maintain accurate inspection, monitoring, and compliance records.

- **Regulatory Awareness:** Ability to identify bylaw infractions and recommend enforcement actions.

Education, Experience, and Qualifications Required:

- Completion of a post-secondary diploma, certificate or degree in a related field such as Environmental Science, Environmental Technology, Natural Resource Management, Civil or Environmental Engineering Technology, or a related technical discipline or an equivalent combination of education, training, and experience.
- Five (5) years of related experience in solid waste operations, environmental monitoring, or a similar technical work environment.
- Proficient with cell phone, computer use, and Microsoft Office Suite.
- Must maintain a valid Driver's Licence.

Working Conditions:

Work Environment: Combination of field inspections at solid waste facilities and office-based administrative work.

Physical Requirements: Ability to conduct field inspections, and work outdoors in varying weather conditions.

Work Schedule: Required to be flexible and adapt to changing work demands.

Stress and Responsibility: Responsible for ensuring accurate inspection, and compliance monitoring in accordance with applicable bylaws, operational certificates and regulations.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability

Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental