

# Employment Opportunities



**Position:** Solid Waste Coordinator  
**Service Area:** Public Works  
**Location:** Siksika Nation  
**Salary:** based on education  
**Date Posted:** June 24, 2025  
**Closing Date:** July 27, 2025  
**Competition Number:** SPWWAWS-01-06-02-2025

## POSITION SUMMARY:

The Solid Waste Coordinator is responsible for overseeing and coordinating the day-to-day operations of the Solid Waste Division within the Public Works Department of Siksika Nation. This role ensures that all Solid Waste Storage units repair activities are excluded efficiently and effectively while adhering to the safety standards and regulations. The Solid Waste Coordinator will supervise the Solid Waste Crew Leaders. Operators and labourers, providing guidance, support, and oversight to ensure high quality performance and timely completion of tasks.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Supervise the Solid Waste Crew Leaders, Operators and labourers, ensuring the solid waste operations and maintenance activities are carried out according to project plans and schedules.
- Maintain detailed records of project progress, including materials used, labour hours, and any issues encountered.
- Prepare and present regular reports in Solid Waste maintenance activities, project status, and any issues to the Roads and Solid Waste Supervisor.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Strong leadership and supervisory skills with the ability to motivate and manage a team effectively.
- Excellent organizational and project management skills, with attention to detail and the ability to handle Multiple tasks simultaneously.
- At least 3 years of experience in handling, transporting and disposing of solid waste (including hazardous waste).
- Knowledge of environmental regulations applicable to transfer stations operations

### Education and Experience

- Class 3 drivers license along with a clear drivers abstract and able to maintain.
- HEO Certification recommended.
- SWANA (Solid Waste Association of North America) Certification is required.

### Other:

- Current Criminal Record Check, Valid Alberta Class 5 Driver's License, Current One Year Driver's Abstract.

## Submit Resume and Application to:

Siksika Tribal Admin Human Resources  
[recruitment@siksikanation.com](mailto:recruitment@siksikanation.com)

Email [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567