



**Program and Compliance Advisor  
January 2023**

**Island Waste Management Corporation is seeking interested individuals for the position of Program and Compliance Advisor. The Program and Compliance Advisor is based in Charlottetown and provides services across the Province.**

The Program and Compliance Advisor reports to the Customer Service Manager and works closely with various IWMC staff, contracted collectors and multi-family dwelling property owners and/or managers.

**Responsibilities:**

- Conduct on-site inspection of waste carts, compost carts and recyclables prior to curbside collection to monitor sorting compliance at multi-unit residential properties (apartments and condos). Record findings and promote awareness of IWMC sorting and disposal guidelines using tags and printed materials, and/or in person meetings and presentations;
- Provide feedback to collection drivers, and IWMC on monitoring, awareness building and results;
- Record and address irregularities in compliance with the Waste Watch Program guidelines within residential or commercial sectors;
- Complete daily data entry of inspection results into a database that is used by Customer Service Representatives (CSRs) to provide information to customers who may call with questions (for instance, if their cart was tagged);
- Monitor inventory of tags and other operational tools, and order more as required;
- Meet with residents, property owners and/or managers to discuss compliance issues and provide necessary guidance;
- Liaise with Customer Service Center on property accessibility issues and public education;
- Maintain a safe and clean vehicle and advise Customer Service Manager of required maintenance/repairs;
- Other duties as required.

**Skills and Qualifications:**

- Valid Driver's license;
- Grade 12 education or equivalent;
- Effective oral and written communication skills, and proven ability to communicate patiently and courteously with upset customers;
- Working knowledge of MS Office, email and digital camera;
- Self-motivated and able to work independently (including in outdoor environment) and travel in challenging weather conditions;
- Organized, able to schedule work tasks effectively, and analyze trends;
- Able to lift up to 50 lbs.;
- Knowledgeable of the Waste Watch Program, especially sorting guidelines, would be an asset;
- Bilingual (English and French) would be an asset;
- The successful candidate must provide a satisfactory Criminal Record Check;
- The successful candidate must provide a satisfactory Drivers Abstract.

**Salary:**

- \$20.10 - \$21.88 per hour for a minimum of 75 bi-weekly work hours, Monday through Friday. Note: hours of work may fluctuate in order to accommodate for work requirements (i.e., early start to meet with collection driver).
- This position offers medical and dental benefits, and a retirement plan.
- A vehicle is provided for daily use, excluding travel to and from IWMC Charlottetown office.

Please submit resume prior to noon (12:00pm) on Monday, January 23, 2023 in confidence to:

Tracy Campbell, Customer Service Manager  
Island Waste Management Corporation  
**110 Watts Avenue**  
**Charlottetown PE**  
**C1E 2C1**  
Email: [jobs@iwmc.pe.ca](mailto:jobs@iwmc.pe.ca)