



The Canadian Propane Association (CPA) is creating a new Propane cylinder recycling program and is seeking a Director to support this exciting endeavor. Reporting to the President & CEO, the Director will oversee the development and implementation of recycling programs and operational solutions aimed at helping the propane industry achieve its compliance and environmental sustainability goals, as well as its operational objectives.

The Director will lead in delivering the diversion and market-development activities of the recycling program of the CPA throughout Canada. The person will liaise with members, public policy decisionmakers at all levels of government, service providers, product stewardship organizations, other industry associations and Environmental NGOs on environmental/extended producer responsibility policies across Canada to represent the needs of the association's membership. This position will have strong relationships with CPA's Government Relations and the Regulatory Affairs & Safety teams.

The person will also be responsible for providing advice and counsel to CPA members and other stakeholders, when required, on environmental compliance issues impacting their business operations.

DUTIES & RESPONSIBILITIES:

- Develop and implement programs for Ontario and Saskatchewan and reassess delivery of current program in Manitoba
- Work to develop a voluntary program in provinces where there is currently no program
- Provide support to the CPA on federal, provincial and municipal legislative and regulatory recycling requirements
- Develop and maintain positive relationships with Provincial environmental ministries and other Canadian regulatory audiences, as required
- Draft reports, compile statistics, prepare budgets, and assess tenders
- Coordinate the production of information and education resources for recycling programs
- Actively promote and provide safety, compliance and operational support to internal and external parties
- With service providers, will ensure:
 - The delivery of program and reporting to the CPA
 - The continuous operational improvements and efficiencies within the collection, purging operations and recycling of propane cylinders
 - Transporters, consolidators, and processors have appropriate safety programs for the collection, transportation and recycling of propane and monitor their compliance
 - To support account management, Provincial and Federal audits and compliance reporting
- Lead audits of Canadian corporate locations, collection sites, and recycling partners including transporters, consolidators, processing facilities in accordance with regulatory requirements and company standards
- Other duties as assigned

QUALIFICATIONS, SKILLS & ABILITIES

- University degree in relevant discipline with strong experience in public policy.
- Experience in the areas of environmental policy and extended producer responsibility required.
- Experience with Transportation of Dangerous Goods (TDG) is an asset
- Operational experience in a distribution and/or manufacturing environment is an asset
- Strong oral and written communication skills in both French and English

KNOWLEDGE & EXPERIENCE

- Experience working with local, provincial and federal regulations
- Strong organizational skills; self-directed
- Capacity to learn complex industry quickly, and succinctly articulate complex processes and legislative requirements
- Demonstrated knowledge of safety and compliance principles, practices and measurement
- Demonstrated success in improving operational efficiencies, developing cost-out programs and indirectly managing service vendors
- Hazardous waste and or account management experience
- Manage (“hands on”) critical operational functions
- Work effectively within a highly collaborative, fast-paced environment
- Willing to travel, up to 25% of the time

To apply, please email your cover letter and resume to info@propane.ca and reference “Director, Propane Recycling Canada” in the subject line before **January 31, 2020. Location: Ottawa or Calgary.**

Please note, only successful candidates will be contacted.