



CITY OF COURTENAY
CAREER OPPORTUNITY
SOLID WASTE COORDINATOR
(12-month term position)

The City

The City of Courtenay is situated on the east coast of central Vancouver Island, within the traditional lands of the K'ómoks First Nation. Accessible by land, sea or air, Courtenay is a culturally diverse community that offers supernatural beauty at its doorstep. The City (approximate population 25,000) is the urban and cultural hub of the larger community, the Comox Valley (approximate population 65,000).

The City is governed by a Mayor and six Councillors. The Chief Administrative Officer (CAO) is responsible to Council for managing all City operations. The Corporate Services Department is one of seven departments reporting to the CAO. Our organization's culture is demonstrated by our [Corporate Mission and Core Values](#).

The Opportunity

The Solid Waste Coordinator is responsible for the effective planning and operation of the Solid Waste Services through the development, design, delivery, administration, coordination and monitoring of the residential curbside collection program for garbage, organics and recycling.

The Successful Candidate Will Have:

- Undergraduate degree or diploma in Environmental Studies or related field
- Valid BC Class 5 Drivers License
- Criminal Records Check
- Considerable (5 years) job related experience in solid waste and recycling in a local government setting.
- Sound knowledge of solid waste management reduction, reuse, recycling, composting and landfilling practices
- Considerable knowledge of provincial waste management regulations, local bylaws, rules and regulations governing solid waste management programs
- Strong interpersonal communication, conflict resolution, leadership skills and team-building skills, including the ability to oversee and direct staff and consultants
- Ability to interact in a tactful, diplomatic and professional manner particularly when working with representatives of local industry, provide individuals, citizen groups, the media and other government agencies

- Exceptional oral and written communication skills and proven ability to speak publicly and give presentations
- Strong project management and contract administration skills, considerable knowledge of contracts and tendering procedures
- Proven ability to plan and achieve goals, develop budgets and work independently, under pressure, and to deadline
- Proficient in Microsoft Office software; word processing, spreadsheet and database applications
- Physical ability to stand and walk frequently throughout the day; occasionally attend and inspect sites and ability to frequently work in inclement weather

This is a 1-year limited term, union position subject to the terms and conditions in the collective agreement between the City and CUPE Local 556. Upon mutual agreement between the Employer and the Union, the initial employment term may be extended by up to one (1) year.

If you have the qualifications along with the passion to help Courtenay be the most livable City in British Columbia, then submit a resume outlining how you meet the qualifications with a covering letter clearly marked "Application – Solid Waste Coordinator". Submit your application online at www.courtenay.ca/jobs.

We thank all applicants for their interest, but only those short listed will be contacted.

Notice Posted: February 14, 2022
Competition #22014