

Posting # 2545**Job Title:** Waste Collection Program Co-ordinator**Section:** Collection and Recycling**Division:** Environmental Services**Department:** Growth and Infrastructure**Initial Reporting Location:** Frobisher**Job Status:** Permanent Position**Number of Vacancies:** 1**Affiliation:** Inside Unit**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** Yes - Work weekends and evenings as required**Range of Pay:** Group 11 - \$30.86 to \$38.35 per hour**The start date will follow the selection process.**

A **criminal record check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your criminal record check with your application.

Characteristic Duties: Under the general supervision of the Manager of Collection and Recycling.

1. Responsible for the coordination, administration, and delivery of waste collection programs, including home visits, roadside litter abatement, various volunteer and adoption programs, special events, non-residential roadside collection programs, solid waste support programs, bag tag program, and roadside litter container program, including equipment supplies and updating of relevant manuals, inventories, or databases.
2. Make presentations to various interest groups, institutions and the public regarding on-going programs and new initiatives. Build awareness and promote behaviour change.
3. Coordinate the operation and maintenance of the residential Waste Transfer Sites/Depots in conformance with CGS policies and procedure, site certificate of approvals, operating plans, and regulatory requirements.
4. Keep up to date and research new or emerging solid waste opportunities to facilitate reduction, reuse, and diversion opportunities including initiatives for community partnerships. Make suggestions for the implementation of new initiatives that support a circular economy and the City's Community Energy and Emissions Plan, as well as other divisional and corporate goals and initiatives.
5. Liaise with other municipalities and industry specialists to determine trends and good industry practices. Record and report trends and make recommendations for opportunities to manager.
6. Prepare and maintain a wide variety of records, including work orders, billing advices, maintenance requests, statistical information, performance measures, and databases.
7. Handle escalated solid waste collection issues and mediate as required. Provide follow-up checks and submit reports or recommendations.
8. Coordinate and assist with various audits and studies. Analyze data and report findings to manager.
9. Research and identify opportunities for funding.
10. Review and approve invoices, revenues and statistics for area of responsibility.
11. Maintain a registry of daily activities for funding purposes.
12. Work weekends and evenings as required.
13. Assist the division's Waste Reduction and Diversion Specialist during periods of vacation, overload, or absence.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial legislation listed therein.
15. Perform other related duties as required.

Qualifications:

- Successful completion of a Community College Diploma in Business, Environmental or a related field from a recognized College with Canadian accreditation.
- Minimum of two and one half (2½) to five (5) years of directly related and responsible experience and training, including good knowledge of municipal solid waste management operations and practices and demonstrated communication and human relations skills.
- Knowledge and understanding of solid waste by-laws, legislation and regulations and public education and outreach strategies.
- Proven ability in strong organizational techniques, documentation skills and coordination of multiple programs in a demanding environment.
- Demonstrate and proven ability related to microcomputer software and administrative systems (e.g., files maintenance, word processing, computerized spreadsheet applications, information input and retrieval).
- Demonstrate effective interpersonal and communication skills in dealing with the public, staff and outside agencies in a courteous and effective manner.
- Ability to plan, organize and prioritize tasks with attention to detailed work in a fast-paced environment.
- WHMIS and First Aid certificate considered an asset.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset
- Satisfactory health, attendance and former employment history.
- Provide, at your own cost, a current Criminal Record Check.
- Physical capability to operating a vehicle safely, possession of a valid driver's licence and have an acceptable driving record, will be considered an asset.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, December 10, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca