

**Posting #** 2685

**Job Posting Title:** Waste Reduction and Diversion Specialist – Bilingual (English/French)

**Revised:** Extended Closing Date

**Section:** Solid Waste Support Services  
**Division:** Environmental Services  
**Department:** Growth and Infrastructure  
**Initial Reporting Location:** Frobisher

**Job Status:** Limited Position (Bilingual - English/French)  
**Estimated Probable Duration:** Seven (7) Months (may be extended)  
**Number of Vacancies:** 1  
**Affiliation:** Inside Unit  
**Hours of Work:** 70 hours bi-weekly  
**Shift Work Required:** Some evenings and weekends as required  
**Range of Pay: Group 8 -** \$28.01 to \$32.51 per hour

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis.

A vulnerable sector 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 vulnerable sector check with your application.

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**Characteristic Duties:** Under the general supervision of the Manager of Solid Waste Support Services.

1. Develop, execute and evaluate annual solid waste reduction and diversion awareness plans in support of divisional goals relating to the Community Energy and Emissions Plan and other divisional and corporate goals and initiatives.
2. Deliver presentations to various groups and the public promoting waste reduction, re-use, recycling, composting and other landfill diversion programs.
3. Conduct community awareness and activities that encourage behavioural change in support of waste reduction and diversion in various formats (e.g., workshops, tours, information/display booths, special events).
4. Initiate contact with the Industrial, Commercial and Institutional sector to conduct waste audits and assist with the development of the site-specific waste reduction workplans and programs. Provide on-going maintenance and support.
5. Administer the organics in schools program including equipment supply and delivery and updating of relevant inventories and databases. Provide on-going support.
6. Create, organize and deliver presentations and activities to school groups in the school setting and the Division's Education Centre to promote waste reduction, re-use, and diversion. Maintain and update the school activities and presentations in-line with the Ontario school curriculum.
7. Build and maintain positive relationships with interested parties and community organizations in support of partnership opportunities to further local waste reduction and diversion initiatives.
8. Maintain and update the Division's Waste Wise on-line feature mobile application and maintain related statistical information.
9. Assist in the preparation, creation and planning of solid waste awareness material (e.g., flyers, information letters, program applications, website, social media, PSAs, etc.) in collaboration with the Communications and Community Engagement Division.
10. Provide support to Municipal Facilities to implement and maintain waste diversion activities within their facilities. Create and deliver presentations in support of Council approved programming and community leadership initiatives.
11. Liaise with other municipalities to research and determine good industry practices, best practices and trends.
12. Prepare requests for quotes, billing advices and process invoices.
13. Develop and maintain a registry of activities for funding purposes and performance measurement.
14. Work evenings and weekends as required.
15. Assist the Division's Customer Service Representative and Waste Collection Program Co-ordinator during periods of

vacation, overload or absence.

16. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial legislation listed therein.

17. Perform other related duties as required.

### Qualifications:

- Successful completion of a Community College Diploma in Communication or Public Relations.
- Up to six (6) months of related experience.
- Demonstrate organizational and communication abilities.
- Knowledge and understanding of solid waste issues, and public education and outreach strategies.
- Proven ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, Microsoft Word, Microsoft Excel, information input and retrieval, customer relationship management software, fleet management, Traffic Studio, Wasteworks, GIS software and other web-based application systems).
- Proficiency using design software (Adobe Indesign, Premier Elements, iMovie) and SMART board technology to create educational material, presentations, activities and videos will be considered an asset.
- Excellent use of English and French; verbally and in writing.
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a current Vulnerable Sector Check.
- Physical capability to operating a vehicle safely, possession of a valid "G" driver's licence and have an acceptable driving record.

**Competencies:** [Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

### 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](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, March 20, 2025**. 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 \(greatersudbury.ca\)](#)

### Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)