

Solid Waste Program Specialist Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

A regular full-time opportunity exists in the Environment Division for a Solid Waste Programs Specialist to join our Environment Division based out of Coquitlam's City Hall. As a member of our Environmental Education and Enforcement team, you will be responsible for a wide variety of programs on waste reduction, recycling and reuse as well as broader environmental education initiatives and delivering some of the City's most popular community events. This position regularly collaborates with other departments, agencies, and stakeholders and is responsible for developing new projects in support of the City's Environmental Sustainability Plan. This position supervises regular staff, volunteers and seasonal staff engaged in promoting the City's sustainability goals and driving compliance with City Bylaws. The position is responsible for the City's Repair Café program, the annual Salmon Come Home Festival and the Environmental Volunteer Celebration and Awards events. You will participate on a variety of internal and external committees and provide input and advice regarding environmental programs and regulations. This is a great opportunity to join a high performing team and make a real contribution to the sustainability of the community.

Minimum Qualifications

Along with a collaborative attitude, excellent organizational skills and an ability to establish and maintain effective working relationships with a variety of stakeholders, the successful candidate will have completed a bachelor's degree in an environmental discipline and have a minimum of three years' of related experience, or an equivalent combination of education, training and experience.

Preferred Qualifications

- Experience working in a municipal setting.
- Knowledge of the regional waste management system and regional and local goals for waste reduction, recycling and reuse.
- Experience in environmental education, events and awareness building.
- Excellent written and verbal communication skills and the ability to communicate complex information to a wide range of audiences.
- Excellent conflict resolution skills and the ability to build strong relationships with internal and external groups including residents.
- Experience in a leadership role with the ability to engage, support and mentor reporting personnel, especially in a unionized setting.
- Ability to effectively delegate tasks to staff to meet established goals and objectives.
- Exceptional organizational skills to deliver on a number of projects and manage competing demands with tight deadlines and resources.
- Creativity in developing educational resources and programs aimed at a wide range of audiences and delivered in multiple formats including print, web, community events, school programs, and workshops.
- Ability to exercise tact, discretion and sound judgement while dealing with sensitive issues in a political environment.
- Strong computer skills and proficient with software including Microsoft Excel, Tempest, Maximo, and/or ReCollect.

What We Offer:

This CUPE position has an hourly rate range of \$45.75-\$54.03 The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 14, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.