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Solid Waste Coordinator

Posted 13-May-2025 (PST) | Energy & Environment | \$ 40.27-44.77 per hour | Hourly | Full-time Temporary | CUPE | Additional 11.5% in lieu of fringe benefits, vacation, and statutory holidays.

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton's **Environmental Health Services Branch** of the Energy & Environment Department is in search of a highly skilled and energetic individual for a term (expiring December 31, 2029) position of **Solid Waste Coordinator**. Environmental Health Services is responsible for solid waste and recycling education and outreach, automated cart program administration, and the strategic implementation of the Community Climate Action Plan and Corporate Energy and Emissions Plan.

Under the general direction of the Sustainability Supervisor, the **Solid Waste Coordinator** will perform an audit of the City's recycling program, educate residents on waste reduction best practices, provide customer service and administration of the automated cart program, and implementation of the Multifamily Contamination Remediation Plan. Auditing of waste materials and travel throughout the community is largely conducted on electric bicycles (weather permitting).

The **Solid Waste Coordinator** will primarily work Monday to Friday, with some evenings and weekends as required to conduct recycling and waste reduction education at community events.

Key Responsibilities:

- Strategically implement the Big Move actions of the Corporate Energy and Emissions Plan and Community Climate Action Plan.
- Track and report on community and corporate energy use, fuel consumption, and GHG emissions.
- Monitor budget and program expenditures, maintain work records, and prepare related reports.
- Reporting on the progress of the City's Climate Action Charter commitments, and making recommendations for improvements and actions to further reduce GHG emissions.
- Support engagement with community and industry stakeholders regarding opportunities to reduce GHG emissions and to gather input on potential policies and programs.
- Establish and maintain effective communication and coordination across departments within the City as well as with the public and external organizations as required.
- Explore funding mechanisms to advance community energy and GHG reduction opportunities, including partnerships with utilities, government agencies, and others.
- Plan, implement and attend community events and workshops related to environmental programs and GHG reduction awareness.

This role is a great fit for someone who enjoys working with the public, solving problems related to behavioural change, and can withstand conflicting priorities on a tight timeline.

Key Duties & Responsibilities

- Lower the contamination rate of curbside and multifamily recyclable materials by:
 - Implementing the Multifamily Contamination Remediation Plan
 - Auditing curbside and multifamily recyclable materials
 - Utilizing reports from smart onboard truck technology to identify and lower contamination from specific neighbourhoods and households
- Coordinate the solid waste component of the Environmental Outreach Ambassador work plan.
- In collaboration with the Communications team, create and implement public information campaigns and activities.
- Successfully engage and educate residents, community groups, and schools on best recycling practices and waste reduction strategies.
- Organize, plan, and participate in community events.
- Develop and promote the annual solid waste collection calendar.
- Prepare, update, and maintain records, spreadsheets, and other documents, and perform data analysis.
- Prepares annual reports, briefs, plans, and background documentation.
- Respond to telephone, personal, and written requests from the public or other sources for information on waste management, waste reduction, and other related issues, policies, and programs.
- Provide customer service and general administration of the automated cart program.
- Maintaining the automated cart program database.
- Reviewing development applications as part of the Technical Planning Committee.

Required Knowledge, Abilities & Skills

- Experience working in a municipal setting.
- Knowledge of local best practices related to waste diversion and recycling.
- Excellent interpersonal skills, including the ability to engage the public and speak in front of a range of audiences.
- Experience in environmental education, events, and awareness building.

- 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.
- Strong organizational and communication skills (written and verbal).
- Excellent conflict resolution skills and the ability to build strong relationships with internal and external groups including residents.
- Social media content creation and promotion.
- Experience with Microsoft Office, in particular data collection, entry and analysis into Microsoft Excel.
- Strong computer skills and proficiency with software also including Tempest, and/or ReCollect.
- Must be able to work outdoors in all weather conditions and may require long periods of walking and electric bike riding.
- Must be comfortable working occasional evenings and weekends at community events
- Knowledge of safe work practices related to waste audits and working outdoors in hot conditions.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **June 3, 2025**.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, we'd be happy to hear from you!

Position type: Full-time Temporary, term expiring December 31, 2029 (40 hours per week)

Wage: \$40.27 - \$44.77 per hour (Pay Grade 15, CUPE)

Benefits: Additional 11.5% in lieu of fringe benefits, vacation, and statutory holidays. This position will be eligible to contribute to the Municipal Pension Plan (MPP), and the CUPE Long Term Disability Plan

Competition #: 25-73

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