

Posting # 3062

Job Posting Title: Solid Waste Specialist

Section: Solid Waste Support Services

Division: Environmental Services

Department: Growth and Infrastructure

Initial Reporting Location: 1805 Frobisher

Job Status: Regular Part Time Position

Number of Vacancies: 1

Affiliation: CUPE 4705 Inside Unit

Hours of Work: Up to 48 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 9 - \$29.60 to \$35.02 per hour - subject to review

The start date will follow the selection process.

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

1. Respond to customer service requests and/or complaints and initiate action with City of Greater Sudbury (CGS) staff and/or contractors. Ensure follow-up.
2. Prepare reports, correspondence, educational packages, billing advices, reconcile deposits and prepare PeopleSoft purchase orders.
3. Update the database and/or inventory of solid waste records. Assist with the submission of supporting documentation for funding organizations.
4. Conduct inspections of solid waste sites, facilities, and systems.
5. Conduct participation surveys and waste audits; sample waste according to design parameters; sort waste according to prescribed procedures; measure waste and document findings.
6. Coordinate new project initiatives and assist with existing solid waste programs when requested.
7. Assist with the development and set-up of various waste diversion/recycling programs.
8. Conduct community outreach activities when requested.
9. Assist staff during period of vacation, overload or absence.
10. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
11. Perform other related duties as required.

Qualifications:

- University degree in Environmental Studies/Sciences or a related discipline from a recognized University with Canadian accreditation.
- Up to six (6) months of related experience.
- Knowledge of solid waste systems and programs.
- Knowledge of applicable regulations and By-Laws.
- Ability to work with computer software and administrative systems in a Windows environment (e.g. file maintenance, Microsoft Word, Microsoft Excel, PeopleSoft, information input and retrieval, customer relationship management software, fleet management, Traffic Studio, Wasteworks, GIS software and other web-based application and reporting systems).
- Ability to demonstrate interpersonal skills dealing with the public, staff, outside agencies, and Councillors in a courteous and effective manner.
- Ability to demonstrate organizational skills and attention to detailed work.
- Ability to function within a team environment.
- Ability to handle large-volume functions.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.

- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 1 Proficiency](#)

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 Friday, June 27, 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