

City of Greater Sudbury – Employment Opportunity

Posting #3921

Job Posting Title: Co-ordinator of Solid Waste

Section: Collection and Recycling

Division: Environmental Services

Department: Community Infrastructure

Initial Reporting Location: 1805 Frobisher

Job Status: Limited Position

Estimated Probable Duration: Seven (7) Months (may be extended)

Number of Vacancies: 1

Union Affiliation: CUPE 4705 Inside Unit

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 13 - \$37.89 to \$46.37 per hour

The start date will follow the selection process.

Main Function: The position is responsible to the Manager of Collection and Recycling to co-ordinate and administer solid waste activities in accordance with provincial regulations and the by-laws and policies of CGS Council, in support of quality customer service outcomes and the Business Plan for the Division.

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

Duties:

1. Co-ordinate and administer solid waste management activities as directed, including initiatives related to solid waste collection and diversion.
2. Assist in overseeing the operation and maintenance of the various solid waste facilities to ensure conformance with site certificate of approvals, operating plans and regulatory requirements.
3. Co-ordinate the work of solid waste management contractor(s) and monitor performance to ensure compliance with contracted obligations and regulatory requirements
4. Prepare and maintain a wide variety of records, including work orders, billing advices, maintenance requests, solid waste agreements, statistical information, inspections, inventories and databases.
5. Prepare specifications and bid packages for the purchase of supplies or maintenance.
6. Review and approve invoices, monitor expenditures, revenues and statistics for area of responsibility; reports variances to Manager.
7. Respond to and resolves citizen inquiries and complaints in an efficient and timely manner, ensure follow-up; responds to emergency situations as necessary.
8. Liaise with regulatory agencies, funding sources, the public and CGS staff respecting solid waste management programs and plans.
9. Perform high-level independent work on special projects as assigned.
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.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- Successful completion of a Community College Diploma in Business, Environmental or a related field from a recognized College with Canadian accreditation.

Experience:

- 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.

Other Requirements:

- Working knowledge of applicable legislation and related regulations.
- Computer literacy utilizing MS Office applications and proficiency in word processing, spreadsheet, scheduling, and specialized software relevant to the technical specialty.
- Demonstrate strong organizational, numeric sense and data input/management skills.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management and accountability, and flexibility/adaptability
- Ability to work independently, multi-task and prioritize work in order to meet deadlines.
- Ability to work outside regular business hours as required.
- 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: (click to view)

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

Notice to Job Applicants: Definition of "Assets" on Job Postings — A number of Job Postings will contain items described as "assets" under the Qualifications heading. By way of definition, assets are qualifications which are not required but are deemed to enhance performance and therefore considered in the recruitment process.

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 Wednesday, August 26, 2026**. 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