

Employment Opportunity Notice EX18-126

The City of Greater Sudbury

requires a

Solid Waste Educator (Bilingual – English/French) Reporting Location: 1805 Frobisher

**Permanent Position
70 Hours Bi-Weekly**

Start Date to Follow Selection Process

The Solid Waste and Administrative Services Section, Environmental Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Solid Waste Educator. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$24.38 to \$28.30 per hour.

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, word processing, computerized spreadsheet applications, presentation software, information input and retrieval).
- Proficiency using design software (Adobe Indesign and Premier Elements) to create educational material and videos will be considered an asset.
- Excellent use of English and French; verbally and in writing.
- Satisfactory health, attendance and former employment history.
- Physical capability to operating a vehicle safely, possession of a valid driver's licence and have an acceptable driving record.

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Solid Waste Educator (Bilingual – English/French)
(Permanent Position)**

Duties: Under the Supervision of the Manager of Solid Waste and Administrative Services.

1. Develop, execute and evaluate annual communications and waste diversion plans.
2. Deliver presentations promoting waste reduction, re-use, recycling, composting and other landfill diversion programs.
3. Conduct community outreach activities that promote waste diversion in various formats (e.g. workshops, tours, information/display booths, special events).
4. Initiate communication 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. Develop and maintain a registry of all daily activities.
6. Work evenings and weekends as required.
7. Assist the Division's Customer Service Representative and Solid Waste Clerk during periods of vacation, overload or absence
8. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial legislation listed therein.
9. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **Monday, March 26th, 2018 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EX18-126)** on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. 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.