

Posting date: February 3, 2023

Job Title: Manager of Solid Waste Support Services

Number of Vacancies: 1

Posting number: EX23-121

Status: Permanent Position

Shift Work Required: No

Range of Pay: \$3,299.80 to \$3,884.30 bi-weekly (Subject to Review)

Start date: To follow selection process

Initial Reporting Location: Frobisher

Eligible to Work from Home: No

Section: Solid Waste Support Services

Division: Environmental Services

Department: Growth and Infrastructure

Main Function: The position is responsible to the Director of Environmental Services for the management and operation of solid waste support services in support of quality service outcomes, and the Business Plan for this Division.

Duties: Under the general direction of the Director of Environmental Services.

1. Responsible for assisting the Director of Environmental Services in the preparation and execution of the Business Plan covering all mandated services within the Environmental Services Division in concert with the budgeting process. The plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Division's performance against the goals.
2. Manage the financial, human and physical resources of the section in alignment with City of Greater Sudbury's (CGS's) vision and values and in accordance with the annual Business Plan. Provide overall direction and co-ordination of all employees under his/her jurisdiction, including hiring, training, managing performance, promotion and discipline, and recommendations for discharge in accordance with policy and practice.
3. Provide guidance and direction to CGS Staff and contract staff with regard to solid waste services, procedures and regulations, on behalf of the Director of Environmental Services.
4. Direct and administer the day-to-day activities of solid waste support staff, ensuring exemplary customer service, education, financial/statistical support and field investigations on behalf of the Director of Environmental Services.
5. Develop and implement appropriate educational and engagement strategies to support the goals of the Division.
6. Develop and maintain a comprehensive training & procedural plan for support services.
7. Oversee measurement and metrics, including dashboards and key performance indicators for the Division.
8. Manage the security services contract for the Division and oversee building, site and janitorial services for the solid waste management facility.
9. Responsible for the preparation and oversight of tenders/quotations and reports including setting specifications, preparing cost estimates and program/contract implementation and management.
10. Ensure that work conducted by municipal employees and contract staff, is performed in accordance to applicable policies, by-laws and regulations, including the safe use of equipment, with minimum impact and/or inconvenience to the public.
11. Handle all related media requests and public enquiries/complaints, organize public consultation meetings, prepare reports and attend meetings (Council, Committees, SWAP, etc.) as required, and represent the Division on provincial associations, work groups and task forces.
12. Maintain a working relationship and liaise with the public, CGS staff and Councillors regarding areas of responsibilities.
13. Develop a working knowledge of solid waste computer systems/programs for the Division and liaise with other Departments about these systems.
14. Assist with the preparation of the operating and capital budget. Monitor and report variances within the approved operating budgets to the Director of Environmental Services.
15. Respond to emergency after hour call outs for the Division.
16. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
17. Perform other related duties as required.

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Qualifications:

Education and Training:

Successful completion of an under-graduate University Degree in an appropriate discipline from a recognized University with Canadian accreditation.
 Additional educational initiatives to update and expand competencies considered an asset.

Experience:

Minimum of five (5) years of responsible experience in the management of large, unionized, and highly diversified public or private sector organizations with at least one (1) year of responsible management/supervisory experience preferably in the Solid Waste Field or equivalent.

Knowledge of:

CGS priorities
 Knowledge and understanding of technical computer systems
 Applicable legislation and related regulations.
 Current and emerging management issues within CGS as they affect the Division
 Best practices within areas of responsibility.

Abilities to:

Demonstrate communication and human relations skills.
 Organize and analyse complex information and data.
 Prepare operating budgets for the Section.
 Manage multiple projects in a fast-paced environment.
 Align systems to facilitate better service for stakeholders.
 Understand and meet the high needs of customers.
 Set and achieve high standards for the Division.
 Anticipate and manage the impact of change on the Division's activities.
 Demonstrate and proven ability related to microcomputer software and administrative systems.
 Manage designated financial, human and physical resources of the Division in a collaborative manner.
 Anticipate and manage conflict; mediate disputes; assist in reaching consensus.

Personal Suitability:

Mental and physical fitness to perform essential job functions.
 Strong interpersonal skills.

Language:

Excellent use of English; verbally and in writing.
 French verbal skills highly desirable; written skills an asset.

Other Requirements:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Leadership Competencies: Tactical Coordination and Direction (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions

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Competency	Competency Definition	Level	Level Definition
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one's team
Aligning People & Teams			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one's beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs.

Résumés quoting **EX23-121** are invited and will be received by the City of Greater Sudbury's Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Friday, March 3, 2023**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory [Vaccination Policy](#). Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice.

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.

The City of Greater Sudbury is dedicated to maintaining an equitable, inclusive, diverse and accessible work environment. Candidates must be legally eligible to work in Canada. To find out if you're eligible and for more information, visit our [Applicants Living Outside of Canada](#) web page. If you received your education from an educational institution outside of Canada, a copy of your [Word Education Services \(WES\)](#) or [International Credential Assessment Service of Canada \(ICAS\)](#) document is required, along with your credentials. 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.

For more information, please visit our website at www.greatersudbury.ca/jobs.