

Employment Opportunity Notice EX21-766

The City of Greater Sudbury

requires a

Manager of Waste Processing and Disposal Services

Reporting Location: 1805 Frobisher

Contract Position

**Estimated Probable Duration: Seven (7) Months
(May be extended)**

Start Date to Follow Selection Process

The Processing and Disposal Services Section, Environmental Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Manager of Waste Processing and Disposal Services. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,936.80 to \$4,631.20 bi-weekly.

Main Function: The position is responsible to the Director of Environmental Services for the management, design and operation of waste processing and disposal sites in support of quality customer service outcomes and the Business Plan for this Section.

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 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 regards to waste processing and disposal policies, procedures and regulations, on behalf of the Director of Environmental Services.
4. Responsible to oversee and administer solid waste processing and disposal operations, including services related to closed and open disposal sites, composting sites, landfill gas, leachate collection systems, leachate treatment facilities (LTF), the construction and demolition material recycling site, etc. Assign and supervise the work of employees and co-ordinate and supervise the activities of contractors.
5. Responsible for the preparation and oversight of tenders/quotations and reports for operating, security and maintenance works including design, setting specifications, preparing cost estimates, project management and commissioning.

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6. Prepare and administer related capital projects, including the review and the direction of the design, specifications, cost estimates, progress payments etc.
7. Develop short and long term goals and operating procedures to achieve/maintain on-going compliance of waste processing and disposal sites as well as LTF's with applicable Provincial Certificate of Approvals and provincial, federal legislation, etc.
8. Ensure that work conducted by 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.
9. 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.
10. Maintain a working relationship and liaise with regulatory agencies, funding sources, the public and various CGS staff regarding waste processing and disposal services.
11. Develop a working knowledge of solid waste computer systems/programs, scales etc within the Division and liaise with other Departments about these systems.
12. 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.
13. Participate in the After Hours Call Out Schedule. Respond to major emergencies.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

Qualifications:

Education and Training:

Successful completion of an under-graduate University Degree in an appropriate Engineering discipline from a recognized University with Canadian accreditation.

Membership or eligibility for membership in the Association of Professional Engineers of Ontario (APEO).

MOE Certification as Wastewater Treatment Class I considered an asset. Successful applicant will be required to achieve certification within three (3) years of hiring.

Additional educational initiatives to update and expand competencies considered an asset (MOLO, Compost Facility Operator etc.)

Experience:

Minimum of five (5) years of directly related and responsible engineering and management experience in a large, unionized, and highly diversified public or private sector organizations.

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 and capital 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.

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Leadership Competencies: Tactical Implementation (II)

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.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
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.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
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.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

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

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

Qualified candidates should submit their résumé in confidence by **Tuesday, November 2, 2021 at 4:30 PM by: e-mail to: hrjobs@greatersudbury.ca or facsimile number: 705-688-3979**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EX21-766)** 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.