

October 18, 2021

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**SOLID WASTE DATA CO-ORDINATOR**

**INITIAL REPORTING LOCATION: FROBISHER**

**REGULAR PART TIME POSITION**

**GROUP 7 – \$25.28 TO \$29.59 PER HOUR**  
**UP TO 48 HOURS BI-WEEKLY**

**START DATE TO FOLLOW SELECTION PROCESS**

**SOLID WASTE SUPPORT SERVICES SECTION**  
**ENVIRONMENTAL SERVICES DIVISION**  
**GROWTH AND INFRASTRUCTURE DEPARTMENT**

Résumés quoting the above noted job posting identification number are invited and will be received by the HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT DIVISION, by e-mail at [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or fax at 705-688-3979 for the above noted position until **4:30 p.m. on WEDNESDAY, NOVEMBER 3, 2021**. Any application received after this deadline will not be considered.

**DUTIES:** UNDER THE GENERAL SUPERVISION OF THE MANAGER OF SOLID WASTE SUPPORT SERVICES.

1. Responsible for co-ordinating solid waste funding program reporting requirements.
2. Research and identify funding sources for solid waste initiatives.
3. Liaise with regulatory agencies, funding sources and CGS Staff with regard to reporting requirements.
4. Prepare schedules and co-ordinate collection of data from various sections within the division. Ensure all necessary forms are complete and submit same in a timely manner to the appropriate funding agency.
5. Update the database and/or inventory of solid waste records.
6. Create new database and/or inventory of solid waste records, statistics, etc.
7. Assist in preparing grant information and assemble data required for payment from funding agencies.
8. Investigate and report variances or discrepancies in various records.
9. Perform property owner searches, as required.
10. Compile statistical data from previous year.
11. Draft various correspondence, forms or billing advices when required.
12. Monitor funding revenues on an ongoing basis.
13. Perform field visits, as directed to update or establish solid waste records/inventories.
14. Verify cash deposits and prepare PeopleSoft purchase orders, as requested.

**JOB POSTING IN21-769  
SOLID WASTE DATA CO-ORDINATOR  
(REGULAR PART TIME POSITION)**

15. Relieve the Division's Customer Service Representative and Solid Waste Clerk during periods of vacation, overload or absence.
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.

**QUALIFICATIONS:**

- Successful completion of Secondary School (Grade XII) Education, with some post Secondary Education including courses in business, finance, computer science, economics, statistics, etc.
- Over one (1) years up to and including two and one half (2½) years of related experience.
- Working knowledge of applicable solid waste legislation, regulations and by-laws.
- Working knowledge of financial systems and accounting.
- Demonstrate ability related to 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).
- Demonstrate interpersonal and communication skills in dealing with staff and outside agencies in a courteous and effective manner.
- Demonstrate strong organizational, numeric sense and data input/management skills.
- 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.

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.

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.