

## Employment Opportunity Notice EX19-178

### The City of Greater Sudbury

requires a

### Field Officer

Reporting Location: Frobisher

### Contract Position

Estimated Probable Duration: Five (5) Years  
70 Hours Bi-Weekly

### Start Date to Follow Selection Process

The Solid Waste Support Services Section, Environmental Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Field Officer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,499.00 to \$2,940.70 bi-weekly.

**Main Function:** Responsible to the Manager of Solid Waste Support Services for the administration and supervision of field services within CGS in accordance with provincial regulations, by-laws and policies of CGS Council, in support of quality customer service outcomes and the Business Plan for the Division.

**Duties:** Under the general direction of the Manager of Solid Waste Support Services.

1. Investigate solid waste collection issues, damage claims or requests from the public and initiate action if necessary.
2. Liaise with the public and CGS staff regarding solid waste collection policies and programs.
3. Conduct field inspections and observation audits ensuring compliance with approved solid waste collection policies and relevant legislation or regulations. Provide coaching/training to staff based on results of audits.
4. Report compliance breaches and issue warning/disciplinary notices to personnel or violation notices to contractors.
5. Gather evidence, follow chain of custody protocols and complete documentation.
6. Investigate violations of the Waste Management By-Law, gather evidence, interview witnesses and lay charges.
7. Issue orders to clean, direct contractors to coordinate roadside clean-ups and administer billing.
8. Conduct and/or coordinate environmental audits, customer surveys and investigations of unusual or problematic situations or conditions related to solid waste. Determine effects, provide recommends and implement solutions.
9. Participate in community relations programs to ensure good public relations with the public, other governmental agencies and outside organizations.
10. Provide periodic field reports to various Divisional management staff as required.

**Employment Opportunity EX19-178**  
**Field Officer**  
**(Contract Position)**

11. Assist in the hiring, promoting and disciplining of personnel.
12. Act as Management's Representative at the Complaint Stage of Grievance Procedure.
13. Relieve the management staff as requested.
14. Respond to emergency after hours call outs for the Division.
15. Act as CGS representative and provide evidence regarding offences in court proceedings.
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:**

**Education and Training:**

College Diploma in a related discipline from a recognized Community College with Canadian accreditation.

Additional education initiatives to update and expand competencies.

**Experience:**

Minimum of two (2) years of related experience in the Solid Waste/Environmental field.

**Knowledge of:**

Knowledge of recognized safety procedures.

Knowledge of municipal solid waste operations, equipment, policies and legislation.

Emergency management procedures.

Law enforcement practices.

Health and safety protocols, rules and regulations.

Best practices within areas of responsibility.

**Abilities to:**

Demonstrate communication and human relations skills.

Understand and meet the needs of customers.

Set and achieve high standards for the Division.

Work with computer software and administrative systems in a Windows environment (e.g. file maintenance, word processing, spreadsheet applications, information input and retrieval, etc.).

Work in a safety focused environment and ensure compliance with OSHA standards.

Manage conflict; mediate disputes; assist in reaching consensus.

**Personal Suitability:**

Mental and physical fitness to perform essential job functions.

**Language:**

Excellent use of English; verbally and in writing.

French verbal 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 license and have an acceptable driving record.

**Employment Opportunity EX19-178  
Field Officer  
(Contract Position)**

**Leadership Competencies:**

**Tactical Coordination and Direction- Non Supervisory (I)**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
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
<b>Delivering Business Results</b>			
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
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	2	Adapts actions or words to persuade
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	2	Understands and uses formal structures/networks
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
<b>Enhancing Personal Effectiveness</b>			
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](http://www.greatersudbury.ca/jobs)

Qualified candidates should submit their résumé in confidence by **Wednesday, March 20, 2019 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](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EX19-178**) 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.