

EMPLOYMENT OPPORTUNITY NOTICE EO16-380

THE CITY OF GREATER SUDBURY

requires a

MONITORING AND COMPLIANCE OFFICER REPORTING LOCATION: 1805 FROBISHER

**CONTRACT POSITION
ESTIMATED PROBABLE DURATION: UNTIL JANUARY 2018
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Environmental Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Monitoring and Compliance 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 \$2,429.25 to \$2,859.11 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

- Completion of a Community College Diploma in an appropriate discipline, with specialty in Environmental Studies.
- Environmental Engineering or Business.
- Additional educational initiatives to update and expand competencies.

EXPERIENCE:

- Minimum of five (5) years of related experience in the Environmental or Solid Waste field.
- Dealing with the general public and contractors.

KNOWLEDGE OF:

- Recognized safety procedures.
- Knowledge and understanding of technical computer systems.
- Municipal Solid Waste management operations and practices.
- Appropriate methods and techniques for inspecting, monitoring and identifying solid waste issues.
- Applicable legislation and related regulations.
- Best practices within areas of responsibility.
- Demonstrate and proven ability related to microcomputer software and administrative systems in a Windows environment (e.g. files maintenance, word processing, computerized spreadsheet applications, information input and retrieval).

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ABILITIES TO:

- Review, interpret and analyse relevant legislation and regulations.
- Demonstrate communication and human relations skills
- Research and write technical reports.
- Understand and meet the needs of customers.
- Set and achieve high standards for the Division.
- Anticipate and manage the impact of change on the Division's activities.
- Manage designated financial, human and physical resources of the Division in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Work non-standard hours (during the daytime, evenings and night time periods including weekends).

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:

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.

MAIN FUNCTION: To co-ordinate and administer monitoring and inspection of solid waste sites and activities in accordance with provincial regulation and the 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 SUPERVISION OF THE DIRECTOR OF ENVIRONMENTAL SERVICES:

1. Responsible for overall planning and co-ordinating of inspection, monitoring and compliance programs of waste management sites in adherence with all applicable federal and provincial legislation and municipal by-laws.
2. Analyse and interpret legislative amendments, ongoing changes in environmental procedures and delivery of services, and develop programs and policies to implement same.
3. Prepare all required reports, approvals, records and data to meet the requirements of relevant legislation.
4. Prepare and maintain records and logs of inspection/monitoring activities according to Provincial requirements and CGS standards.
5. Where and when applicable, report compliance breaches involving contractors and issue written warnings/disciplinary notices to CGS personnel who are found to not be performing duties in compliance with policies/procedures and legislated requirements.
6. Conduct and/or co-ordinate environmental audits, customer surveys and investigations of unusual or problematic situations or conditions related to solid waste; effects or recommends and implements solutions.
7. Research various environmental matters, write compliance reports, memos and correspondence as required.
8. Respond to complaints/enquiries regarding solid waste issues.
9. Liaise with other CGS Departments/Divisions as it relates to environmental and solid waste issues.
10. Participate in the development and implementation of service plans and programs.
11. Facilitate the implementation of continuous quality improvement programs, once developed.
12. Participate in community relations programs to ensure good public relations with the public, other governmental agencies and outside organizations.
13. Relieve the managerial staff as directed.
14. Supervise staff, co-ordinate staffing requirements, conduct job performance appraisals, assign and direct work.
15. Act as Management's Representative in the Grievance Procedure in accordance with any respective Collective Agreements.
16. Participate in the after-hours call out schedule. Respond to major emergencies.
17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
18. Perform other related duties as required.

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**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
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 further information on leadership competencies, please visit our website at www.greatersudbury.ca/jobs.

Qualified candidates should submit their résumé in confidence by **THURSDAY, SEPTEMBER 1ST, 2016 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 (**EO16-380**) 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.