

City of Greater Sudbury – Employment Opportunity

Posting # 3658

Job Posting Title: Field Officer

Section: Collection and Recycling

Division: Environmental Services

Department: Community Infrastructure

Initial Reporting Location: Frobisher Depot

Job Status: Limited Position

Estimated Probable Duration: Seven (7) Months (may be extended)

Number of Vacancies: 1

Union Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 10 - \$3,000.20 to \$3,530.10 bi-weekly

The start date will follow the selection process.

Main Function: Reporting to the Manager of Collection and Recycling, this position is responsible for the administration and supervision of field services within the City of Greater Sudbury (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:

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. Identify customer needs, clarify information, research issues, and provide solutions and/or alternatives.
3. Coordinate and administer initiatives related to illegal dumping activities. Submit reports and recommendations.
4. 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.
5. Report compliance breaches and issue warning/disciplinary notices to personnel or violation notices to contractors.
6. Gather evidence, follow chain of custody protocols and complete documentation.
7. Investigate violations of the Waste Management By-law, gather evidence, interview witnesses and lay charges.
8. Issue orders to clean, direct contractors to coordinate roadside clean-ups and administer billing.
9. Conduct and/or coordinate environmental audits, customer surveys and investigations of unusual or problematic situations or conditions related to solid waste. Determine effects, recommend and implement solutions.
10. Participate in community relations programs to ensure good public relations with the public, other governmental agencies, and outside organizations.
11. Provide periodic field reports to various Divisional management staff as required.
12. Assist in the hiring, promoting, and disciplining of personnel.
13. Prepare and maintain various records, inventories, performance measures, and databases.
14. Perform high-level independent work on special projects as assigned.
15. Act as Management's Representative at the Complaint Stage of Grievance Procedure.
16. Relieve management staff and the Waste Collection Foreperson as requested.
17. Respond to emergency after hours call outs for the Division.
18. Act as CGS representative and provide evidence regarding offences in court proceedings.
19. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
20. Perform other related duties as required.

Qualifications

Education and Training:

- College Diploma in a related discipline from a recognized Community College with Canadian accreditation.
- Certification as a Municipal Law Enforcement Officer is an asset.
- 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:

- Must be able to lift in excess of 55 lbs/25 kgs on an occasional basis.
- 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.

Competencies: (click to view)

[Competency Library - Level 1 Proficiency](#)

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Friday, April 17, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf

o .rtf

4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

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.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greater Sudbury.ca\)](https://greater Sudbury.ca/applicants-living-outside-of-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca