

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

WASTE SERVICES ASSISTANT
(4-month or 8-month contract available)

JOB ID: C14-25	LOCATION: Edelbrock Centre- 30 Centre Street, Orangeville On L9w 2x1
JOB TYPE: Contract (Classification)	DEADLINE TO APPLY: 4:30 p.m. on January 28, 2025

Are you enthusiastic and want to help people reduce their wastes? The County's Waste Services Assistant is an integral part of our team, as we provide various waste diversion programs to residents and businesses. To help divert even more waste from landfill, the County is also implementing components of its Long-Term Waste Management Strategy. Upcoming initiatives include efforts to increase Green Bin usage, textiles reuse/recycling, updating our LTWMS, and supporting our Industrial, Commercial and Institutional (IC&I) curbside collection program. The Waste Services Assistant reports to the Manager of Waste Services, and works with our Collections Coordinator, Outreach and Communications Coordinator, and our Waste Reduction Educator.

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Core hours are from 8:30 a.m. to 4:30 p.m. Monday to Friday (35 hours per week). Work is in-person at 30 Centre St. in Orangeville, with County-issued IT equipment. Some early mornings and overtime on weekends and evenings will be required due to campaigns and participation at community functions/events that are used to promote waste reduction.

What we can offer YOU!

- A competitive hourly wage ranging between \$22.15 – \$25.91(Jan 1, 2025 Non-Union Pay Grid);
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Provide excellent customer service support by responding to incoming phone calls, emails and in-person inquiries from the public, regarding the County's Waste Services programs (Green Bin organics, recycling, garbage, yard waste etc.)
- Engage children, residents and other community members around composting, recycling and waste reduction in a variety of ways (including events, displays, campaigns and presentations), and exploring new opportunities to engage with the community
- Undertake data collection and analysis for our Industrial, Commercial and Institutional (IC&I) curbside collection services for program support and future options
- Provide program support for the "Take It Back" Product Stewardship Program with local retailers and organizations who are trying to help with waste diversion and reuse efforts
- Undertake research, and assist with implementation (and the upcoming update) of our Long-Term Waste Management Strategy

- Assist with program analysis, including participation studies, waste audits and other data collection
- Delivery of waste diversion containers (green bins etc.) to distribution locations around the County and program participants
- Additional tasks as required within the Waste Services Division and Public Works Department
- Other duties as assigned

What you'll bring

- Knowledge and interest in waste diversion
- Enthusiastic - enjoy working with the public and community
- Proven organizational skills, including ability to allocate resources effectively to accommodate multiple and competing demands
- Ability to work with minimal supervision, as well as within a team
- Strong and demonstrated customer service experience
- Excellent communication skills, both written and verbal
- CSA approved work boots (the County will reimburse 50% of the cost, up to a maximum of \$150.00)
- Light to medium lifting will be required
- Clear Criminal Reference Check upon hiring
- G Class Driver's License

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by February 7, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.