

Solid Waste Services Planner

Department: Solid Waste Services Division, Water and Waste Department

Designated Work Location: 1120 Waverley Street, Hybrid

Position Type: Permanent, Full-time

Salary: Salary Schedule A1 \$2,729.34- \$3,665.45 WAPSO Grade 3 (See note 1)

Salary Schedule A2 \$2,729.34 - \$3,573.31 WAPSO Grade X3 (See note 1)

Posting No: 125959

Closing Date: June 18, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the general supervision of the Supervisor of Support Services, the Solid Waste Services Planner is responsible for the planning, development, delivery and integration of a wide range of solid waste planning systems, programs and services designed to fulfill legislated responsibilities and to meet the present and future community needs.

The Solid Waste Services Planner is responsible for leading and participating in major planning initiatives, provision of advice, establishment of policy &

facilitation of community consultation. Works directly to engage the community in a collaborative manner in delivering programs and services.

The Solid Waste Services Planner is expected to participate with the Supervisor of Support Services and/or Manager on more complex tasks and initiatives, and alone on less complex tasks and initiatives.

As the *Solid Waste Services Planner* you will:

1. Lead and participate in major planning initiatives and programs.
2. Administer solid waste systems planning services.
3. Work collaboratively with civic and public stakeholders as part of major planning initiatives and programs.
4. Provide advice, information and recommendations to Council, Committees of Council, and others regarding legislation and by-law matters.
5. Perform other duties consistent with the classification, as required.

Your education and qualifications include:

1. Bachelor's Degree in Environmental Planning or Sciences plus 24 months prior related work experience.
2. Eligible for membership in the Canadian Institute of Planners.
3. Strong interpersonal skills, including communication (verbal and written), facilitation and collaboration skills.
4. Public presentation and formal report preparation skills.
5. Experience with zoning by-laws, subdivision, and other development approval processes.
6. Knowledge of economic development issues as related to sustainable development at the community and at the neighbourhood level.
7. Ability to work effectively in a team environment.
8. Ability to work independently.
9. Demonstrated analytical ability.
10. Demonstrated organizational skills and ability to plan, organize, and execute many complex and varied tasks.
11. Demonstrated familiarity with Corporate procurement policies and procedures is preferred.
12. Develop familiarity with procurement process as pertains to acquiring consulting services.
13. Extensive knowledge of contemporary planning and community development issues.
14. Demonstrated ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts including suppliers and contractors and the public, in accordance with the Respectful Workplace Standard.
15. Knowledge of OurWinnipeg, the City of Winnipeg Act and the City's by-laws.
16. Extensive knowledge of the current Solid Waste plans and by-laws.

Conditions of employment:

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Class 5 Manitoba Driver's License. The successful applicant will be required to provide a driver's notice in force document upon request.

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).

2. Cover letter.
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday

Employee Group: W.A.P.S.O.

Position Reports To: Supervisor of Support Services

- 1. In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).*
2. Applicants may be required to undergo testing to determine their knowledge, ability and skills as they relate to the qualifications of the position.
3. The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.
4. The successful applicant will be required to complete job specific training required for this position as directed.

Only candidates selected for interviews will be contacted.