



Find your purpose. Make an impact.

Waste Diversion Specialist

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Waste Diversion Specialist, you will support the delivery, optimization, and oversight of residential waste diversion programs. You will be responsible for both the contract management of residential Black Cart collection services and oversight of the City's Extended Producer Responsibility (EPR) residential recycling program. The position plays a key role in ensuring effective contract administration, program performance, coordination with interested parties, and continuous improvement across collection and recycling service delivery. Primary duties include:

- Administer and manage contracts related to residential Black Cart collection and residential recycling services, acting as the subject matter expert on contract terms and obligations.
- Oversee the City's contract with Circular Materials and coordinate service delivery between the Producer Responsibility Organization (PRO), recycling processors, and City Collection Services.
- Prepare, maintain, and analyze program and contract-related documents, reports, and performance data.
- Assess contractor performance, address issues as they arise, and enforce contract requirements.
- Collaborate with contractors, field staff, and internal business units to ensure completion of tasks and responsibilities.
- Identify opportunities for operational, service, and program improvements and support implementation.
- Support the development and delivery of communication, education, and engagement materials related to waste diversion programs.
- Act as a subject matter expert in responding to public, interest holder, and internal inquiries related to waste diversion, collection services, and EPR programs.
- Develop and deliver presentations and briefings to internal teams, external partners, and other audiences as required.
- Issue procurement documents and support competitive processes associated with program and service delivery.
- Liaise with members of the public, contractors, City business units, and elected officials to resolve issues related to waste collection and diversion programs.

Qualifications

- A degree in a related field and at least 5 years of relevant project or program management experience, preferably in solid waste management or a related industry.
- A valid Class 5 Driver's License (or provincial equivalent) and access to a personal vehicle for business use OR the ability to obtain a City of Calgary [operator's permit](#) is required.
- Previous experience with contract management, producer responsibility frameworks, public relations, or interest holder engagement will be considered assets.
- Proficiency with data analysis and reporting tools; experience with ArcGIS is an asset.
- Ability to work independently while building and maintaining strong professional relationships and partnerships.
- Exceptional communication, organizational, and analytical skills.

Pre-employment Requirements

Apply online at www.calgary.ca/careers



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- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Position and Pay Information

Business Unit: Waste and Recycling Services

Union: CUPE Local 38

Position Type: 1 Temporary (up to 12 months)

Compensation: Pay Grade 12 \$48.54 - 64.88 per hour

Hours of work: Standard 35 hour work week

Days of work: This position works a 5-day work week with 1 day off in a 3 week cycle.

Location: 480 36 Avenue SE

Audience: Internal/External

Apply By: May 19, 2026

Job ID: 314322