



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Waste & Recycling Operator **Part Time Position**

The Waste & Recycling Operator is responsible for the successful operation of a site specific landfill and/or transfer site and will assist the public in the placement of solid waste and recyclables within the site. The position is also responsible for the safe operation of the site for the public and staff accessing the site for use, tracking materials and clients entering the site, arranging for proper regulatory requirements of material containment of subsequent transfer for disposal and the ability of communication with user on the safety requirements of material disposal.

Responsibilities:

- Provide site service with respect and dignity to patrons, colleagues and supervisors. Operators must not present any information in a confrontational manner.
- If a confrontational issue occurs the Operator must report it directly to the supervisor.
- Allow for site specific material acceptance as per site specific Operational Plans.
- Allow only materials to be placed in appropriate designated sites.
- Encourage source separation of materials prior to entry to the designated site.
- Encourage waste reduction by reducing, reusing, recycling and/or repurposing of materials.
- Act as a municipal ambassador in regards to acceptable municipal programs and/or services provided.
- Provide concise direction in regards to disposal protocols for all materials onsite and offsite as per legislation, regulation and policy.
- Provide information and direction on secure loads entering the landfill and/or transfer site ensuring that patrons are aware of provincial regulations and municipal bylaws in regards to transportation of materials.
- Track and record all loads/materials entering the site and complete necessary information in regards to material origins, type, client and time of transaction.
- Provide the necessary documents of tracking as stated above to the supervisor and Manger as requested from time to time.
- Provide necessary digital data as requested by supervisor including account specifics to individual patrons as required.
- Complete all necessary forms as requested by the supervisor and/or manager.
- Ensure all site safety inspections, hazard assessments, safe work procedures and incident reports are completed and filed to the supervisor.
- Maintain and operator small sized equipment (Weed eaters, Mowers (push, riding, hand), Chainsaws, Leaf blowers, Snow blowers, Carpentry power tools)
- Maintain and operate medium sized equipment (Vehicles (one ton or less in size), Balers (material-vertical/horizontal), Skid steers, Recycling material processing equipment (i.e. bulb crushers), Scale operations)

- Maintain a neat and orderly assigned specific site, i.e. landfill/transfer site, including but not limited to containment, picking of waste when required, sorting of recyclables, containment of recyclables and maximizing bin volumes by pushing materials as required.
- Inspect cells or bins daily for littering issues that need to be addressed.
- All signage as required shall be utilized to the fullest extent and is the responsibility of the operator to notify the supervisor of sign replacement.
- Conduct and and/or all duties as necessary for the efficient and safe operation of the site. These may include but are not limited to: Snow Removal, Grass Maintenance, Horticultural Maintenance, Sign Maintenance, Facility Maintenance
- Perform all duties as set out by the site specific Operational Manual as directed by the supervisor.
- To comply with all municipal safety policies, safe work practices, procedures and/or occupational Health and Safety regulation as amended from time to time.
- To wear the safety equipment and personal protective devices and/or clothing as required by the safe work procedures.
- To notify the supervisor of any unsafe conditions or incidents within the site
- To take reasonable measures/precautions to protect the safety of patrons and/or coworkers of unsafe conditions.

Qualifications:

- Minimum Grade 12 education or ability to obtain Grade 12 within 12 months.
- Valid Class 5 Driver's License
- Valid Landfill Operators Basic Certificate; or willing to obtain one, once eligible
- Valid Transfer Site Certificate; or willing to obtain one, once eligible
- Valid Certificate in Household Hazardous Waste Disposal; or willing to obtain one, once eligible
- First Aid Certificate
- Basic knowledge of municipal and landfill operations
- Basic legal map reading skills
- Good verbal and written communication skills
- Basic computer skills
- Basic equipment operation skills
- Ability to work independently and as a team
- Excellent customer service and conflict resolution skills
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

Salary range is: \$24.03 to \$29.67 hourly.

- Competition number: 44-WRO-19
 - Pro-Rated Employer Paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Closing date: Open until suitable candidates are found.

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.