



The Corporation of the Municipality of West Grey Job Posting

Position: Recycler/Scale House Operator
Category: Part Time, Wednesday & Saturday
Hours: 7:45 a.m. to 5:15 p.m. & 7:45 a.m. to 4:15 p.m.
Salary: \$17.70

The Municipality of West Grey is accepting applications for a part time Recycler/Scale House Operator at the Bentinck Landfill. To apply, please submit your resume and cover letter to Tim Cook, Supervisor, Rural Operations Infrastructure & Public Works at HR@westgrey.com by August 5, 2021 at 4:00 p.m.

Job Summary

Reports to the Supervisor, Rural Operations under general supervision the recycler/scale house operator will provide customer service in ensuring West Grey residents recycling is clean and clear of contamination and placed in the appropriate recycling bins, as well as educate public on proper recycling when needed. Responds to customer inquires. Monitors and records incoming loads through the scale house program. Performs cash management duties, and office recordkeeping duties within scale house. Works in an indoor/outdoor environment throughout all types of weather, as well as being exposed to landfill hazards and odours.

Qualifications

1. Grade 12 Diploma or G.E.D. (Preferred)
2. Previous customer service experience (Preferred)
3. Computer skills an asset
4. Criminal check and drivers abstract required.
5. Physically able to perform labour tasks, as well lift up to 40 lbs.
6. Required to stand for long periods of time.
7. Required to wear CSA approved footwear.

Full Job Description

- Greets the public in an orderly fashion and must be able to communicate the recycling program effectively, as well as tactfully deal with the public.
- Follows written and oral instructions.
- Works independently.
- Inspects incoming loads to the landfill for hazardous materials.
- Directs public to appropriate disposal areas.
- Calculates and collects fees.

- Manages cash and balances cash and chronologically arranges receipts at the end of the shift.
- Monitor's customer activities for compliance to rules and regulations of the landfill.
- Enters data, tracks, monitors and prepares reports related to landfill operations.
- Keeps the scale house in an orderly and clean condition.
- Performs all work duties and activities in accordance with policies, procedures and safety practices.
- Shovels snow from scale.
- Required to wear CSA approved footwear.
- Performs other related duties as required.

Equal Opportunity Employer

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. Questions about this collection should be directed to the clerk of the Municipality of West Grey at (519)-369-2200

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code; the Municipality of West Grey will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in any recruitment, selection and/or assessment process, please inform the Municipality of any accommodations(s) that you may require in respect to any material or processes used to ensure your equal participation.