municipality of cumberland

Job Posting

Transfer Station Attendant- Pugwash
(6 Month Term, possible extension)

The Municipality is currently accepting resumes for a Solid Waste Transfer Station Attendant located in Pugwash, NS. This is a part time position that involves front-line work monitoring and enforcing the rules and operating procedures of the Municipality's solid waste program as it pertains to Municipality owned Transfer Stations.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Monday, July 17 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan, NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Solid Waste Transfer Station Attendant-Pugwash (6 Month Term)"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

POSITION DESCRIPTION

Transfer Station Attendant
Pugwash

Overview

The Transfer Station Attendant is a part time position that involves front-line work monitoring and enforcing the rules and operating procedures of the Municipality's solid waste program as it pertains to municipally owned transfer stations. This position reports to the Director of Engineering and Operations.

The Transfer Station Attendant has direct contact with the public. A superior level of customer service and professionalism is required for the successful execution of this position.

This position requires an individual who is safety orientated and comfortable working alone in a remote location. The position requires being comfortable dealing with the public, while enforcing the proper separation of materials at the Municipality's Transfer Stations.

Core Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioral competence from the following areas:

- Communication
- Customer Service
- Professional Confidence
- Diversity
- Innovation

Responsibilities

- Responsible for personal safety as well as the safety of the public, while on municipally owned property.
- Responsible for maintaining a thorough understanding of the Municipality's Health and Safety Program and Policy as well as any pertinent Provincial Legislation or Regulations.

- Responsible for all aspects of solid waste services provided at the municipally owned transfer stations.

- Responsible for safeguarding the Municipality's property and assets while working at the transfer station.

- Responsible for giving assistance and direction to the public, as required, while they are utilizing the site.

- Responsible for ensuring the proper separation of construction and demolition debris, brush, shingles as well as inert material while at work.

- Respond to enquiries from the public relevant to the subject areas referred to above.

Qualifications

Grade XII or equivalent. Specific training or certificates related solid waste would be considered an asset. Candidate will be working alone and must be comfortable doing so.

A valid First Aid Certificate is a requirement for this position.

Attendants must have or be willing to have a Twinrix vaccination.

Outcomes

1. Interaction with the public must be handled in a professional manner. Issues not dealt on location with will be brought forward to the Director of Engineering and Operations as soon as reasonably practical.
2. Solid waste brought into the Municipality's transfer station will be placed in its proper stream.
3. A focus on safety is maintained and all work conducted is in compliance with the Municipality's Safety Policy and Procedures and all relevant Federal and Provincial legislation.

Terms and Conditions of Employment

The Municipality has an hourly rate for this position. Placement and incremental increases are based on qualifications, experience and demonstrated ability to perform the responsibilities of the position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$15.00	$15.56	$16.13	$16.69	$17.25	$17.81