



October 18, 2019  
Reference#: WMF004

**INTERNAL / EXTERNAL POSTING**  
**WASTE MANAGEMENT FACILITY – FULLTIME**  
**WMF004 - SCALE HOUSE ATTENDANT/YARD ATTENDANT (30 HOURS)**

**Duties and Responsibilities:**

- Control of traffic entering and exiting the WMF;
- Maintain building and scale
- Collect tipping fees and complete tickets using the computerized scale and accounting program
- Observe and co-ordinate with the site equipment operator
- Impose approved tipping fees on all loads and direct loads to the appropriate area
- Follow safe work practices and procedures when performing duties.
- Direct customers and traffic to the proper locations to dispose of waste materials
- Monitor the types of material being disposed of and the areas where customers are disposing of the material at the WMF
- Monitor waste materials locations, ensuring that all waste materials improperly deposited or scattered on site are collected and deposited in the correct locations;
- Document and take pictures of any improper disposal of waste material by customers.
- Notify the scale house of any violations by customers so that proper fines and/or surcharges can be charged to the violators.
- Monitor the material disposal areas, tidying or removing inappropriate materials as needed.
- Monitor roll offs and make arrangements to be hauled to the Main pit once full.
- Maintain the hazardous waste materials area (used oil) and notify the recycle processor when the storage tanks are full.
- Maintain and clean properties in and around the WMF, including litter pick up and cutting grass
- Other duties as assigned

**Qualifications:**

- Grade 12 or Graduate Equivalency Diploma (GED)
- Experience and knowledge of waste management facilities
- Basic knowledge with computers (MS Word, Point of Sale Systems)
- Knowledge of handling money and cashier duties
- Able to perform mathematical functions of moderate complexity, ability to calculate weight conversions and capability to estimate weights and costs.
- Must have a valid Driver's license, and present a clean drivers' abstract. Class 3A is an asset.
- Safety tickets are an asset, must have or be able to acquire certification in WHMIS, standard first aid.
- Must clear a Criminal Record Check

**Salary and Benefits (As Per CUPE Agreement April 1<sup>st</sup>, 2019 – December 31<sup>st</sup>, 2019):**

- Per CUPE Agreement: - \$20.19/hr.
- City Benefits Plan for Full Time Employees
- This position is 30 hours per week.

**Commencement:** ASAP

**Job Reference#: WMF004**

Submit a detailed resume quoting the job reference number, including references, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, October 25th, 2019. Fax: (306)445-0411, Email: [hr@cityofnb.ca](mailto:hr@cityofnb.ca)