



## JOB POSTING – UNIONIZED POSITION

**Position Title:** Transfer Station Operator  
**Department:** Agriculture and Environment  
**Reports To:** Manager of Agriculture and Environment

**Job Status:** Casual

### **SUMMARY OF POSITION:**

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This position does not have a regular schedule and hours of work are dependent on the need for vacation relief or additional workload. Reporting to the Manager of Agriculture Services, the Transfer Station Operator is responsible for directing, receiving, coordinating, and supervising the delivery of waste material at Transfer Station locations, and other duties as assigned.

The incumbent works reasonably independently on a variety of assigned tasks and must have a broad working knowledge in all applicable areas. Various Provincial, Federal, and Municipal legislation, regulations and policies must be adhered to.

### **Duties and Responsibilities:**

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- Manage the Transfer Station resources assigned to the areas of responsibility including, receiving waste and recycling, directing disposal locations, working in inclement weather, organization of household appliances. Assisting with unloading, opening, and closing of bins; snow removal from bins, transporting recycle trailer to and from each site, and daily maintenance of site including picking up loose waste;
- Foster a working environment focused on continuous improvement and customer service;
- Provide guidance and direction to customers for waste delivery while on location;

### **Other Duties:**

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed;
- Promotes a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required;
- Maybe called on by the Director of Emergency Management to assist during states of local emergency;
- Performs other related duties as directed by the Executive Assistant, and Infrastructure Services.
- Other duties as assigned by supervisor;

### **Minimum Requirements:**

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- High School Diploma or GED equivalent is required;

## **Working Conditions:**

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- Must be flexible in accepting shifts, which may come up with little notice and for short duration; or may be scheduled in advance for several weeks at a time;
- Varying levels of physical effort; including moderate lifting up to 50 lbs., walking, standing, bending, twisting, climbing, pushing and pulling, reaching and driving, and carrying are required;
- Working alone at any of the transfer station locations;
- Exposure to various weather conditions; periods include inclement weather conditions of extreme cold and heat;
- Possible exposure to hazardous materials;
- Dealing with difficult customers;
- Frequent interaction with public;
- Driving County vehicle;
- Possible exposure to wildlife;
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy;
- Required to meet several deadlines;

## **Skills and Attributes Overview:**

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To be successful the Transfer Station Operator will possess:

- High School Diploma
- Exceptional customer service.
- Ability to work independently as well as within a team-oriented environment.
- Valid Class 5 drivers' license with an acceptable drivers' abstract.
- Ability to safely operate a truck and trailer including hookup and backup of trailer
- Previous experience will be considered an asset.

**HOURS OF WORK:** Hours of work vary but will be between 11:00-8:00 p.m.

**WAGES:** As per Appendix current C.B.A

**CLOSING DATE:** 4:30 p.m. on September 30, 2021

**SUBMIT RESUMES TO:** Westlock County  
c/o Trina Buck  
10336 106 Street Westlock, AB T7P 2G1  
[hr@westlockcounty.com](mailto:hr@westlockcounty.com) Transfer Station Operator - Casual