



Career Opportunity SCALE HOUSE OPERATOR (Casual)

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of Annapolis County, the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the casual position of **Scale House Operator**.

The Scale House Operator reports to the Operations Manager and is accountable for all aspects of operating the weigh scale at the Management Centre Site. The Successful incumbent will:

- **Become thoroughly familiar with VWRM Occupational Health and Safety Policies and Safe Work Practices, especially those pertaining to waste-resource inspection, operations of relevant vehicles and equipment, management centre operations, etc.**
- **Handle all aspects of operating the weigh scale at the facility including:**
 - Identifying and registering incoming vehicles within the scale software database,
 - Recording weights, types and sources of incoming waste,
 - Issuing receipts/invoices to customers and collecting tipping fees,
 - Handling daily cash float and receipts as directed,
 - Preparing weigh scale reports as required,
 - Cleaning and maintaining the scale platform base to ensure safe and accurate operation,
 - Monitoring the operations of the scale and assisting with repairs as necessary,
 - Reporting problems with the scale or other aspects of site operations to the Site Supervisor or Operations Manager
- **General Administrative Duties**
 - Manages the customer billing records in the scale software
 - Inspects/monitors incoming materials and directs vehicle drivers to suitable dumping locations in cooperation with other site personnel and in accordance with instructions from Site Supervisor or Operations Manager,
 - Answers incoming telephone calls and requests for information, directing such requests as required,
 - Cooperates with other employees to ensure smooth operation of the management centre facility,
 - Contributes to the enforcement of Municipal By-Laws and Provincial Solid Waste Regulations as directed by the Site Supervisor or Operations Manager,
 - Treats the public courteously at all times,
 - Shares responsibility for site security gates with other site personnel (opening and closing)
- **Other Duties**
 - Works overtime as required,
 - Performs such other related duties as may be assigned from time to time by the Site Supervisor or Operations Manager

The successful incumbent will have:

- Grade 12 preferred and/or experience in municipal waste weigh scale operations and/or any other applicable qualifications;
- Must be willing and able to work in a computerized environment. Computer experience would be considered to be an asset;
- Willing to work overtime when required;
- Ability to work courteously with the public;
- Valid Nova Scotia Driver's License;
- Must have excellent organizational and time management skills.

This is a Casual position. The hourly rate for this position is currently under review. Hours of work vary Monday-Saturday. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. Please submit your written application by **4:30pm, local time, Monday, August 14, 2017**. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to careers@vwrn.com or drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education.