



Career Opportunity
Scale House Operator (Permanent Full-Time)

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management) is a regional solid waste-resource management authority under the Environment Act. The Authority operates the municipal solid waste system in the Valley Region. Valley Waste is seeking candidates to fill the full-time permanent position of **Scale House Operator** at the Management Centres.

A "Management Centre" is a public solid waste transfer station. The Scale House Operator reports to the Site Supervisor of the Management Centre. The Scale House Operator should be prepared to perform all functions of the job on a daily basis. The key functions of the position are:

- Health and Safety and Information Gathering and Planning
 - Becomes familiar with all aspects of Valley Waste-Resource Management's Occupational Health and Safety System,
 - Draws on knowledge and experience of other team members to keep current on source-separation compliance levels in the industrial, commercial and institutional and residential sectors,
 - Works with Authority collection contractors to gather information relating to compliance and coordinates with other staff members in the development of inspection work plans.
- Customer Service and Scale House Operation
 - Handles all aspects of the operating the scale at the facility,
 - Identifies and registers incoming and outgoing vehicles within the scale software database,
 - Records weights, types and sources of incoming and outgoing materials,
 - Handling daily cash float and receipts and preparing weigh scale reports as required,
 - Cleaning and maintaining scale platform and reporting scale issues to the Site Supervisor.
- General Administrative Duties
 - Manages customer billing records in the scale software,
 - Inspects/monitors incoming materials and directs vehicle drivers to the appropriate areas for off-loading,
 - Cooperates with other team members to ensure smooth operation of the management centre,
 - Contributes to the enforcement of Municipal Bylaws and Provincial Solid Waste Regulations as directed by the Site Supervisor,
 - Treats the public courteously at all times.
- Other Duties
 - Works overtime as required and performs other related duties as may be assigned from time to time

The successful incumbent will have:

- Grade 12 preferred and/or experience in municipal solid waste weigh scale operations and or any other applicable qualifications.
- Related experience in solid waste operations would be an asset.
- Must be willing to work in a computerized environment and computer experience would be an asset.
- Willing to work overtime as required.
- Proven ability to work in a courteous manner with the public.
- A valid Nova Scotia Driver's License.

This is a full-time position. Compensation includes a competitive salary and benefits plan including an 8% employer/employee matched pension plan. 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. This recruitment will remain open until the position is filled.**

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@vwrm.com.
- 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.

The Valley Region Solid Waste-Resource Management Authority thanks all candidates for the interest in this position; however, only those selected for an interview will be contacted.