



**Career Opportunity
Scale House Operator/Utility Worker
(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 challenging and rewarding position of **Scale House Operator/Utility Worker** at the Management Centres.

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

Scale House Operator:

- Becomes thoroughly familiar with VWRM Occupational Health and Safety (OHS) policies and Safe Work Practices, especially those pertaining to waste-resource inspection, operation of relevant vehicles and equipment, management center operations, etc.;
- Handles all aspects of operating the scale at the facility site including:
 - Identifying and registering incoming vehicles within the scale software database;
 - Recording weights, types and sources of incoming waste;
 - Issuing 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 and base to ensure safe and accurate operation;
 - Monitoring the operation of the scale and assisting with repairs as necessary;
 - Reporting problems with the scale or other aspects of site operations to the Site Supervisor

Utility Worker:

- Operation of Site Equipment: Operates fixed site equipment such as a wheel loader, forklift, tractor, vehicles including roll-off trucks and pick-up trucks, various tools and other heavy equipment in a safe and careful manner, reporting any mechanical problems or operational issues to the Site Supervisor.
- Directing In-coming and Out-going Site traffic: directs incoming vehicles safely to the tipping floor and/or public drop off area or other area at the site. Assists in sorting materials from mixed loads to appropriate storage areas.
- Provides general labour requirements for sorting mixed wastes, grounds keeping, snow removal, and general cleanliness of site and buildings including the maintenance and repair of Seasonal Drop-off Bins.
- Operation of household hazardous waste Depot: receives acceptable materials from the public and ensures that they are properly stored and packed or bulked for shipment by following specific procedures as outlined for this work.
- Public Relations: Treats site users and visitors courteously and professionally at all times providing information as requested with regard to source-separation requirements and site programs and services. Ensures that areas around the site and buildings are operated in a clean and safe manner at all times. Is familiar with relevant policies and procedures governing site operations to ensure that only acceptable wastes are received at the site.

The successful incumbent will have:

- A clean criminal background check;
- Grade 12 or equivalent experience in municipal solid waste operations and/or any other applicable qualifications;
- Experience in municipal solid waste weigh scale operations would be considered an asset;
- Proven computer experience would be considered to be an asset and a willingness to work in a computerized environment;
- Willing to work overtime when required;
- Proven ability to work in a courteous manner with the public;

- Valid Nova Scotia Driver's License - Class 5, Class 3 with Air Endorsement not required but would be considered an asset.

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@vwrn.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.