



DEPARTMENT OF PUBLIC WORKS EMPLOYMENT OPPORTUNITY

Transfer Station Attendant

The Public Works Department for the Town of St. Paul is looking for a new team member. This position will be **permanent full time** and will be primarily responsible for the daily maintenance and operation of the transfer station.

Responsibilities include (but are not limited to):

- Performs the day to day operations at the transfer station, including opening and closing the facility for the hours and days of operation
- Provides direction to transfer station users regarding the proper disposal of materials and directions regarding the unloading and sorting procedures within the transfer station site.
- Record and inspect all materials being disposed of at the site by the public
- Sorting of materials (such as cardboard, newspaper, etc.) for recycling
- Ensure no hazardous or prohibited wastes are being disposed at the site
- Monitor transfer station conditions and report any concerns to direct supervisor
- Greets visitors in a professional and friendly manner
- Keeps the site safe for users
- Maintenance of transfer station includes snow removal in the winter months and cutting grass in the summer months

Qualifications:

- Minimum level of education required: Grade 12 diploma-or equivalent
- Experience with various types of construction equipment
- Demonstrated ability to work both independently and as part of the team
- Be physically fit and able to work in all environmental conditions
- Hold a valid Class 5 Driver's license-Class 3 license is considered an asset

The successful applicant:

- Must be able to work two week rotation schedule of Monday to Friday the first week and Tuesday to Saturday the second week
- Summer hours (from May 1st to September 30th), shifts will either be from 10am to 6 pm or 12pm to 8pm on weekdays and 9am to 5pm on Saturdays. Winter hours (from October 1st to April 30th), shifts will be from 10am to 6pm on weekdays and 9am to 5pm on Saturdays.

- Is expected to perform all work in a safe and time efficient manner, following the safe work policies, practices and procedures for the Town of St. Paul
- Must provide a current/clean Criminal Record Check and Driver's Abstract-as a pre-condition of employment

Annual starting salary for this position is dependent on qualifications and suitability. The Town of St. Paul offers an attractive benefits and pension package.

Interested individuals are asked to submit a cover letter and resume to:

Human Resources

Phone: (780) 645-1767

Email: humanresources@town.stpaul.ab.ca

Deadline for applications: Monday, June 10, 2024

We appreciate and consider all applications submitted, however, only those selected for an interview will be contacted.