

## The opportunity

Leduc County is looking for an experienced and highly motivated Transfer Station Attendant to join our team. Reporting to the Supervisor – Waste Management and Utilities, this exciting opportunity completes daily operation and maintenance of the municipal solid waste transfer station. As a member of the utilities team, the transfer station attendant contributes to the achievement of the department's operational deliverables.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

Do you enjoy working outdoors and with various people? If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Performs the day-to-day operations at assigned waste 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.
  - Maintains the assigned transfer station site in a clean orderly state.
- Greets visitors in a professional and friendly manner, responds to inquiries and directs users to the appropriate area of the site for waste disposal.
- Redirects users with materials not accepted at the transfer station to alternate disposal locations.
- Maintains and updates applicable records and documents.
- Records and reports any unusual activity and/or misconduct observed at the transfer station.
- Adheres to preventative maintenance programs and operating guidelines for solid waste infrastructure.
- Keeps the site safe for users.
  - Completes routine safety inspections, identifies and reports any hazards.
  - Coordinates any required yard maintenance (snow removal, grading, stock piling etc.) through supervisor or designate.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.

- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- Completion of Grade 12 or equivalency.
- Customer or service experience to support communication with residents.
- Ability to use a smart phone, computer and other digital tools as required to perform duties of the job.
- Must maintain a valid Alberta Class 5 driver's license.
- Ability to work with minimal supervision.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive hourly salary of between \$24.32 and \$30.40. This opportunity is casual, with possible extended hours to meet operational requirements. This position will work out of all transfer stations.

## How to apply

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.