

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

## Transfer Station Attendant

Permanent, part-time position

Hourly Wage: \$26.53-\$33.16

As part of our team, you will be responsible for operating the weigh scales and vehicle recording systems at the County's three (3) Community Recycling Centres located in Bewdley, Brighton, and Seymour. You will provide direction and information to customers to facilitate the safe and proper disposal of waste materials. In addition, you will be responsible for receiving and sorting household hazardous waste materials brought in by customers, maintaining diversion areas and programs, maintaining unloading docks, and controlling site litter. You will also be responsible for other duties as assigned.

### Qualifications & skills:

- At minimum, you have a high school diploma (OSSD);
- One year of experience in a related position or other positions requiring customer service, general administration, data entry, and operation of weigh scales would be an asset;
- General knowledge of waste management, hazardous waste, compost, and recycling;
- Ability to lift items weigh up to 22 kg;
- Experience working outdoors, in all weather conditions;
- Demonstrated experience working with databases and working with debit/credit machines;
- Training in the use and application of Geoware software is considered an asset;
- Strong oral and written communication skills;
- Strong work ethic and positive team attitude;
- Transportation of Dangerous Goods Training and Hazardous Waste Identification Training would be an asset.
- **A valid Class G driver's license with a clean abstract and access to a personal vehicle is required. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal record check prior to the commencement of employment.

### What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work

environment, offering the perfect blend of career success and work-life balance.

## **How to Apply:**

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Wednesday, April 9, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.