

Job Title: Cashier Clerk, Waste Management Scale Operations

Requisition ID: 3727

Affiliation: CUPE Municipal

Position Type: Temporary Full Time

Fixed Term Duration: Approximately five (5) months

Number of Openings: 1

Bi-weekly Working Hours: 84 hours bi-weekly

Shift/Work Schedule: 5/4/4/5

Division/ Branch: Environmental Services, Solid Waste

Job Location: Fort McMurray

Pay Level: PL7

Rate: \$43.77

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 09/08/2025

Closing Date (dd/mm/yyyy): 17/08/2025

Posting Type: Internal & External

GENERAL DESCRIPTION:

Under general supervision, Cashier Clerk, Waste Management Scale Operations provides customer service to the public by processing payments from residents and commercial haulers at the waste management facility. The incumbent will provide information relating to waste management policies and procedures and respond to citizen enquiries.

RESPONSIBILITIES:

- Receive and process payment for various materials for the waste management facility and provide receipts and/or weigh tickets.
- Promptly, accurately, and courteously respond to internal and external enquiries with a high level of customer service.
- Balance and prepare daily cash floats and complete cash reconciliation.
- Enter data into the scale software accurately and efficiently.
- Acquire and disseminate to the public a basic understanding of municipal waste management policies and procedures.
- Ensure all necessary supplies (deposit bags, deposit books, receipt books, etc.) are in stock and request inventory as required.
- Adhere to applicable occupational health and safety regulations and municipal safety procedures.
- Adhere to municipal confidentiality policies and cash handling procedures.
- Perform other duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to provide exceptional customer service by effectively communicating with the public and tactfully handling complaints and enquiries.
- Ability to communicate respectfully with co-workers and external clients.
- Skilled in the use of Microsoft Office applications (Outlook, Word, Excel), with the ability to learn new software programs.
- General math and numeracy skills, including demonstrated proficiency handling cash accurately and efficiency.
- High degree of attention to detail with the ability to enter and maintain data accurately.

- Proficiency in the operation of basic office equipment (calculator, computerized cash register with a cash drawer, computer, etc.).
- Ability to enter data efficiently and with a high degree of accuracy paying attention to detail.
- Ability to acquire and maintain accurate knowledge of waste management policies, procedures, and applicable environmental regulations.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent is required.
- Two (2) years of cash handling or accounting experience is required.
- Previous customer service experience is required.
- Understanding of municipal operations and scale software is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class five (5) Operator's Licence is required.
- Immunizations are strongly recommended for work in unsanitary conditions.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.