

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District of North Vancouver is inspired by nature, and enriched by people. Recognized as one of BC's Top Employers for six years, the District offers professional development opportunities, a competitive total compensation package, a nine-day fortnight, and hybrid work arrangements.

This is an exciting time to join us as we transform digital service delivery, reimagine the customer experience, and advance bold climate action initiatives. Known for our flexible, family-friendly policies and inclusive workplace culture, the District is an exceptional place to build a meaningful career. This position does not provide a remote work opportunity.

About the Role

The Solid Waste department is looking for a Solid Waste Clerk to join their team. This is clerical and word processing work of moderate complexity that requires the ability to exercise some independent judgement. The work involves the processing of service and work requests; preparing documents, spreadsheets and correspondence and maintaining tracking procedures; reconciling invoice statements; responding to calls and letters regarding Solid Waste queries and complaints; updating website with current information for Solid Waste department. You will provide general customer service and clerical support to the department.

The successful applicant will have:

- A sound knowledge of practices and procedures used in operation of computerized systems and equipment for managing departmental operations.
- The ability to perform accurate mathematical calculations and be proficient with Excel, MS Word, MS PowerPoint, MS Outlook and other software applications. Preference given to those with experience in JDE Enterprise One system.
- An excellent command of business English, spelling, and punctuation as well as excellent attention to detail.
- Ability to independently compose routine correspondence, reports and related material, plus proficiency in typing and a sound knowledge of office procedures.
- Exceptional customer service dealing with and speaking to customers/residents; ability to establish and maintain effective working relationships with internal and external contacts, handle enquiries, provide information and resolve routine complaints.
- Provide coordination of Solid Waste Cart Repairs to record and distribute requests for cart repairs, exchanges and deliveries
- Provide coordination of Solid Waste RAP's (Report a Problem)
- Ability to reconcile Solid Waste Tipping Receipts
- Provide coverage for Fleet and Streets Payroll and if necessary, full coverage during absences.
- Previous experience of administration linked to knowledge of Fleet and Solid Waste and asset management preferred.

Qualifications

Completion of Grade 12 supplemented by related courses plus sound related clerical experience, preferably in a municipal environment, or an equivalent combination of training and experience. A valid Class 5 BC Driver's License is required, and an Occupational First Aid Certificate would be an asset.

Details

Salary: The pay range for this unionized position is \$31.58 to \$37.09 per hour (2026 rates)

Hours of Work: 35-hour work week (Compressed work schedule available)

Apply

The District of North Vancouver is committed to creating a diverse, inclusive, and accessible work environment. If you have what we're looking for and have a passion to serve people and the community, a demonstrated understanding of safety, a commitment to supporting a healthy and safe workplace, and a willingness to take further safety training as required, we would like to hear from you. Please apply on-line at <https://careers.dnv.org/> by **September 29, 2026** to be considered.

If you require accommodation, please contact Human Resources at hr@dnv.org

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.

Our Values



We respectfully acknowledge the Coast Salish peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), and səliwətał (Tseil-Waututh), on whose ancestral lands the District of North Vancouver is located.