

## GREENVIEW, ALBERTA

### OPEN COMPETITION

**JOB TITLE:** Transfer Station Attendant  
**DEPARTMENT:** Infrastructure and Planning  
**LOCATION:** South Wapiti, Alberta  
**STATUS:** **Part-Time Position**

#### SUMMARY:

---

This position relates to the Municipal District of Greenview No. 16. Transfer Site at South Wapiti. The position consists 7 hours per day at South Wapiti transfer Station for one (1) day per week. Occasional relief operating may be required to attend and operate other transfer stations in the M.D of Greenview No.16 depending on staffing requirements. Occasional overtime may be required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

---

##### Major

- Remain on Transfer Site at all times when the gates are open to the public and ensure gates are closed and locked at all other times.
- Record and inspect all materials being disposed of at the site by the public.
- Responsible to collect and dispose of windblown litter.
- Ensure that all refuse hauled to the site is separated into the designated areas.
- Ensure that no hazardous or prohibited wastes are being deposited in the Site, as per conditions of permit.
- Monitor the Site in accordance with Alberta Environmental Protection and Provincial Health Regulations and Code of Practice.
- Monitor landfill/transfer station condition and report any concerns to direct supervisor; i.e. Snow, Ice, vandalism, hazards, etc.
- Record public's use of facility; i.e. fill out required facility use forms.

##### Minor

- Monitor conditions of roadways to Transfer Station Site, Site fencing and on-site buildings and all other surroundings on Site

##### Occasional

- Make recommendations to the direct Supervisor on the operation of the Site.
- Monitor Site for fire hazards.
- Report all safety concerns or infractions to the direct Supervisor.

#### QUALIFICATIONS / EDUCATION / EXPERIENCE:

---

- Grade 10.
- Ability to interact well with, and respond to inquiries from direct supervisor, co-workers, management, and ratepayers.
- Good verbal and written communication skills
- Must be self-motivated, and able to work with minimal supervision.
- Basic record keeping skills.

## WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

---

- Moderate physical effort; occasional light lifting
- Extensive periods of standing and sitting
- Subject to working in outdoor environment – heat, cold, dry, dusty, and wet conditions as well as insects, bees and wildlife.
- Working alone in a rural area.
- Subject to cuts, scrapes, falls, burns and blows.
- Normal working day consist of 7 hours per day, however occasional overtime may be required.
- Potential exposure to hazardous substances.

## HEALTH & SAFETY:

---

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Required to wear correct P.P.E. as per safe job procedures.
- Must check in as per working alone legislation
- Must follow all safe job procedures.
- Ensure all operations are conducted in a safe manner and in accordance with Greenview Policies and all Occupational Health and Safety Rules and Regulations.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

## HOW TO APPLY:

---

Interested candidates are invited to submit their **cover letter and resume** in one of the following ways:

**By Mail or Drop off:** Human Resources  
Municipal District of Greenview No. 16,  
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

**By Fax:** 780-524-4307

**By E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca)

**This position will remain open until a suitable candidate is found.**

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

---