

TRANSFER STATION ATTENDANT MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Environmental Services

LOCATION: Grovedale, Alberta

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Solid Waste Supervisor, the Transfer Station Attendant is responsible for providing general labour and support as required.

MAJOR

- Remain on Transfer Site at all times when the gates are open to the public and ensure the 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).
- Adhere to and follow Greenview policies and procedures.

MINOR

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

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600

Toll Free: 1 888 524 7604

www.mdgreenview.ab.ca



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.
- Other duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Must be legally entitled to work in Canada.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Class 5 driver's license.

SKILLS REQUIRED:

- Ability to interact well with, and respond to inquiries from direct supervisor, coworkers, management, and ratepayers.
- Basic record keeping skills.
- Good verbal and written communication skills.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to maintain confidentiality.
- Ability to interpret, implement, and adhere to organizational policies and procedures.

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.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.



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 for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

