



TOWN OF REDCLIFF

Public Services

Part Time Permanent Landfill Scale Operator

Redcliff is a community of over 5500 residents, which offers excellent education facilities, an abundance of community activities, a beautiful trail system and well maintained recreation facilities.

We are currently seeking an enthusiastic, positive professional to join the *Public Services* team. The ideal candidate will have experience in *writing and communication skills, Microsoft Office, operating computers, financial transactions, working in an outdoors environment, and working with customers*. The *Landfill Scale Operator* supports the Town's *Landfill Operations* and is the first point of contact for customers entering the Landfill.

Responsibilities include *the screening of prohibited wastes, weighing customer's vehicles, ensuring safety protocols are met, invoicing and collecting fees from customers, accounting, record keeping, spreadsheet modification, and ensuring the cleanliness of the scale house and Landfill office*.

Qualifications for this position are as follows:

- *Microsoft Office including Word, Excel, PowerPoint*
- *Adobe Pro*
- *Excellent Teamwork and Communication skills*
- *Excellent Organizational skills*
- *Continually portray a positive image to the public*
- *Ability to coordinate and prepare reports*
- *Ability to generate and maintain spreadsheets, invoice accounts, and GL codes*
- *Ability to work in an outdoors based environment*
- *Ability to adapt to an ever changing environment*

A combination of education and experience will also be considered.

A Clean Criminal Record Check is required **prior to hire**.

This posting, along with the complete job description, can be seen on our website at <http://www.redcliff.ca/employment/> under opportunities. If you have any questions about this opportunity, please email;

Work Schedule: Part Time Permanent-Shift as follows:
Monday thru Wednesday (3-4 hour shifts)
Saturday (8.5 hours)
Some overtime may be required.

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Closing Date: Oct 10th, 2017

We sincerely thank all candidates for their interest.
Only those selected for an interview will be contacted.