

NOTICE

EMPLOYMENT OPPORTUNITY

Waste Management/Town Maintenance Supervisor

Start Date: May **End Date:** October

- Do you have a friendly disposition that you can bring to work on a daily basis?
- Do you have strong communication and leadership skills?
- Do you like to work on your own?
- Are you good at multi-tasking and remaining calm when things get busy?
- Do you enjoy working outside in all kinds of weather?

Hours Per Week: 35

- The Waste Management/Town Maintenance Supervisor is responsible for overseeing all operations within the landfill which will contribute to the efficient operation and management.
- The Supervisor ensures adherence to all safety, environmental, operating, regulatory, and other standards.

Duties and Responsibilities:

- Ensure that the garbage area is clean and organized.
- Maintain a safe work environment.
- Have consistent communication with the Council in regards to all landfill operations.
- Identify and quantify wastes in separate areas of the landfill.
- Coordinate, track and report waste and waste initiatives.
- Regularly interact with users in a positive and engaging manner.
- Assist with any other Town related work as required.

Required Skills and Experience:

- Strong communication skills.
- Excellent attention to detail and organizational skills.
- Some heavy lifting required.
- Adaptable and willing to assist other areas as required.
- Valid driver's license and insurance as well as access to a vehicle.

Please note a screening of applications will occur and not all applicants will be contacted for an interview. We thank everyone in advance for taking interest in the position and applying. Submit your application to the Port Rexton Town office, deadline for applications is May 14th, 2021.