



Village of Carmacks

P.O. Box 113

Carmacks, YT Y0B 1C0

Employment Opportunity Jr Landfill Attendant (Summer Student)

The Jr Landfill Attendant – Summer Student will be supervised by the Landfill Coordinator and the Public Works General Manager. This position will be primarily scheduled for 37.5 hours per week (seasonal/temporary) including a range of mornings, evenings, and weekends.

Qualifications: please submit your resume clearly showing how you meet the following qualifications:

Job Requirements and Responsibilities are:

- Monitors on site activities to ensure use occurs according to the operational plan and policies set out in the Regional Solid Waste Management Plan.
- Where possible, identifies and rejects refuse deemed a special waste, a controlled substance or in any other way unacceptable due to legal or permit requirements. Determines what is acceptable for site and what is not; informs customers of other sites that will accept their materials.
- Ensures separation and placement of reduce and recyclables in the appropriate locations.
- Maintains site cleanliness, including picking litter on adjacent roadways and ditches.
- Removes non-compost items from yard waste pile.
- Assesses commercial and residential waste loads and charges, accordingly, collects tipping fees, maintains a float, balances the day's receipts and makes out weekly bank deposits.
- Greets the public in an orderly fashion and must be able to communicate the landfill programs effectively, as well as tactfully deal with the public.
- Directs the public to appropriate disposal areas.

Qualifications and Experience:

- Grade 10 education or GED,
- Must be a current secondary student, post-secondary student, or recent graduate within the past 12 months.
- Experience in a municipal or local government setting would be an asset
- First Aid & CPR
- Valid Yukon Class 5 Drivers' License; Valid Class 4 DL considered an asset.
- Exceptional organizational and time management skills.
- Excellent communication skills, both oral and written.
- Ability to demonstrate tact, diplomacy, and good judgment.
- Strong decision making and problem-solving skills.
- Ability to manage stress effectively.
- Ability to work effectively as part of a team.
- Ability to establish and maintain professional working relationships with peers.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



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- Experience in one or more of the following is a definite asset: small & heavy equipment operation, landscaping, turf maintenance, construction and janitorial duties.
- Experience in conflict management, mediation and problem solving.
- Interest in recycling and solid waste management is an asset.
- Working knowledge of the Village properties and programs is an asset.
- First Aid and CPR training is required.
- Criminal Record and Vulnerable Sector check or the ability to get one.

Compensation:

- The wage scale for this position is Minimum Wage (\$17.71/HR) to Level 1 Step 1 (\$24.42/HR)
- The salary for this position is commensurate with qualifications & experience.
- The position is Full-Time Temporary (37.5 Hrs. per week - Seasonal/Temporary)
- Successful Candidate must be prepared to be living in the community by June 3rd, 2024.

We invite interested applicants to submit their resume and cover letter electronically to the undersigned marked "Personal & Confidential". The posting will remain active until May 24th, 2024 at 4PM.

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

Send resumes via Email to:

Village of Carmacks, Attention: Matthew Cybulski

Email: CAO@carmacks.ca

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca