



**Regional District of Bulkley-Nechako
Site Attendant (Part-Time)
Fort St. James Transfer Station & Recycling Depot**

The Regional District of Bulkley-Nechako is seeking applicants to fill the part-time position of Site Attendant at the Fort St. James Transfer Station and Recycling Depot. The position hours are 10:00 am – 6:00 pm, Friday – Sunday. The starting wage for the position is \$23.56, is subject to a 3-month probation period, and does not include a benefits package.

Site Attendants are responsible for the day-to-day operations of the Transfer Station, Recycling Depot, and Re-use areas. This includes receiving and moving solid waste, educating, and assisting the public with reuse programs, operating the Recycling Depot as well as the routine maintenance of the site, equipment, and facilities.

Responsibilities and Duties:

- Receive waste on the tip floor and fill the waste haul trailers
- Assist the public with Recycling programs
- Educate and direct the public on the proper use of the re-use areas
- Promote awareness of the re-use shed and recycling programs
- Monitor and maintain the wood, metal, and yard waste piles
- Monitor and maintain the re-use bays
- Monitor and maintain the tidiness of the propane bottle, paint container, large appliance, and other disposal areas
- Document and report site activities
- Assist in maintaining site cleanliness and accessibility of the site
- Conduct routine maintenance of site equipment and facilities
- Other duties as assigned

Skills and Qualifications:

- Good public relations skills
- Safety conscious
- Comfortable with technology (computers, smartphones, tablets)
- Ability to correctly fill out paperwork and documentation
- An understanding of local reuse and recycling opportunities
- Physically fit and enjoy working outdoors in all weather conditions
- Ability to keep an organized and clean and tidy facility
- Experience operating light heavy equipment (tractor, skid steer)



Education:

- Valid Class 5 Drivers License

Preferred Certifications:

- OFA Level 1
- S-100
- WHIMS

Resumes will be accepted until the position is filled and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Site Attendant – Fort St. James

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0