



Regional District of Bulkley-Nechako Site Attendant 1 – Smithers-Telkwa

The Regional District of Bulkley-Nechako is seeking applicants to fill one temporary, part-time position of Site Attendant 1 at the Smithers-Telkwa Transfer Station and Recycling Depot. The position is required to cover the regular weekend hours of the recycling depot for three to six months. The regular days of work will be Friday, Saturday, and Sunday and sick time and holidays of full-time staff, if available. The hours of operation of the Smithers/Telkwa Transfer Station and Recycling Depot are Monday through Friday, 8:00am to 6:00pm, Saturday and Sunday, 10:00am to 6:00pm, and closed statutory holidays. The position has a starting wage of \$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 reuse areas. This includes receiving and moving solid waste, educating and assisting the public with reuse programs, operating the recycling depot, and 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 reuse areas
- Promote awareness of the reuse shed and recycling programs
- Monitor and maintain the wood, metal, and yard waste piles
- Monitor and maintain the reuse 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
- 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 able to work outdoors in all weather conditions



- Ability to keep an organized, 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 1 – Smithers-Telkwa

Email: hr@rdbn.bc.ca

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