



Regional District of Bulkley-Nechako Site Attendant Casual

Fort St. James Transfer Station and Recycling Depot

The Regional District of Bulkley-Nechako is seeking applicants to fill the position of Casual Site Attendant at the Fort St. James and Area C (Fort St. James Rural) Transfer Station and Recycling Depot. The position is required to cover sick time and holidays of full-time staff for both the Transfer Station and Recycling Depot on an ON-CALL basis. The hours of operation are Monday through Sunday from 10:00am to 6:00pm and closed on statutory holidays. The wage for the position is \$27.18, 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.

This position requires: Prolonged walking, wearing respirator masks for periods of two hours or more (note: no facial hair or beards), lifting weights up to 40 pounds, continuous bending, operating light equipment (skid steer), maintaining a high level of physical activity to manage both the transfer station and the recycling depot, and extended interaction with the public.

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
- Read, understand, and follow procedures, work instructions, and safety guidelines to ensure compliance with RDBN policies and industry standards
- 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, Training, and Experience:

- Grade 12 or equivalent
- Valid Class 5 Drivers License

Preferred Certifications:

- OFA Level 1
- S-100
- WHMIS

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

Alex Eriksen, Director of Environmental Services

Subject Line: Site Attendant Casual – Fort St. James

Email: hr@rdbn.bc.ca

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