



**TOWN OF WHITECOURT  
EMPLOYMENT OPPORTUNITY  
Solid Waste Coordinator  
Job #20-023**

If you enjoy a fast-paced, progressive work environment and have a passion for serving the local community - then this may be the opportunity for you! We believe that our values of diversity, collaboration, innovation and mutual respect bring out the best in our team, and are currently accepting resumes for a Solid Waste Coordinator. The position reports to the Manager of Solid Waste.

Key duties will include:

- Assist in the preparation of the annual operating budget and assist on all reporting required by the Permit or Alberta Environment and Parks. Keep accurate records of Landfill and Transfer Station activities.
- Act as the supervisor and supports duties of the Operations Manager as assigned / required.
- Ensure daily, weekly, and seasonal duties are carried out in a timely fashion.
- Assist in planning all, daily staff tasks, cell construction, roadway work, waste retrieval, grounds work, testing / monitoring, landfill and transfer station activities and other duties.
- Operate heavy and light Equipment, primarily Bomag Compactor, Cat Loader, Backhoe, Tractor-Mower, attachments and tandem-snow plow with a high degree of skill and expertise.
- Coordinate activities of Operator II and/or Operator I, scale staff, transfer station staff, PT workers and summer student's crew as required.
- Inform Manager of daily repairs required and priority of repair.
- Assist with the maintenance of shop buildings, ponds, and yard facilities.
- Assist in training other employees as required with maintenance duties, and operation of equipment.

Qualifications include:

- Must be a self-motivated, energetic individual.
- Attend and complete at a minimum certified Landfill operations course.
- Ability to: plan, organize, prioritize, and delegate work following the operations plan.
- Knowledge of and record Landfill daily operations, activities, and regulatory requirements.
- Excellent customer service, Strong organizational skills and interpersonal skills. Excellent verbal and written communication skills. Ability to prioritize work and meet timelines in a demanding changing environment.
- Ability to work effectively independently and as a team member. Ability to perform the essential duties of the job as well as other duties as assigned. Ability to work outside in inclement weather conditions, scents/smells.
- Ability to relate in a positive manner to the Manager, general public and other employees. Demonstrate public Conflict resolution and de-escalation skills.
- Must be a proven equipment operator and have a minimum of five years' experience in an operations environment.
- Must possess a valid class 3 Drivers License with Q endorsement. (Or be able to obtain within 6 months of being hired to the position.)
- Computer operating skills, Intermediate level skills in MS Office, and Excel.
- Willing to be certified in First Aid and WHIMIS. (Within 6 months of hire)
- Ability to weld and fabricate. (Is an asset.)

The Town of Whitecourt is committed to its employees and provides a competitive salary and first-rate benefits package. The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a drivers' abstract, prior to being hired.

If you feel that you have the qualifications and desire to be a part of the Town Team, please submit your written letter of application to the following address before 4:00pm on Monday, September 14, 2020.

TOWN OF WHITECOURT  
Attn: HR/Payroll Clerk  
Re: Job #20-023  
Box 509, 5004 - 52 Avenue  
WHITECOURT, AB T7S 1N6  
Fax: 780-778-5179  
E-Mail: [hr@whitecourt.ca](mailto:hr@whitecourt.ca)

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.