



EMPLOYMENT OPPORTUNITY

Village of Gold River
PO Box 610
499 Muchalat Drive
Gold River BC
(250) 283-2202

APPLICATIONS ARE NOW BEING ACCEPTED FOR THE FOLLOWING POSITION:

Position: Drop-Off Depot Attendant 1 Internal & External Posting: Friday, November 23, 2018

Location: Public Works Yard

Department: Public Works

FUNCTION:

A regular Part-Time position for the Drop-Off Depot Attendant is available while the position is being reviewed. Under the general supervision of the Superintendent of Public Works, or designate, the successful candidate will perform the routine inspection, maintenance, clerical duties including basic spreadsheets of statistical data, receiving payments and utilizing a debit machine. The Drop-Off Depot Attendant will perform minor operational services moving pallets, mega bags, pushing garbage on occasion and regulatory work involving the operation of the weigh scales at the drop-off depot, housekeeping and maintenance duties in and around the drop off depot and will perform all such other duties as may be required from time to time. A complete job description is available at the Municipal Office. Rate of pay is \$22.57/hour – Wednesday to Sunday, 5 hours per day, (10:00 a.m. to 3:00 pm). The Drop-Off Attendant position and scope of duties is currently under review.

REQUIREMENTS/QUALIFICATIONS:

Grade 12 Graduation or GED equivalent. Valid BC Drivers License. Knowledge of the methods used in operating a semi-automated platform type weigh scale. The ability to calculate dumping charges, handle cash payments, issue receipts, balance cash receipts and prepare cash deposits. The ability to maintain customer account records and petty cash fund on a daily basis. The ability to inspect vehicles when necessary to ensure the suitability of refuse material for dumping. The ability to operate a small Kubota (or similar) Loader to move mega bags, pallets and occasionally push overflow garbage. The ability to operate a debit machine and be capable of utilizing Excel for compiling basic statistical data. The ability to execute oral and written instructions. The ability to be tactful and demonstrate good judgment. The ability to maintain an excellent working relationship with the users of the drop-off depot. Knowledge of the recycling program, paint care program and solid waste program. The requirements / qualifications are currently under review.

PLEASE FORWARD APPLICATION TO:

Village of Gold River
PO Box 610
Gold River BC VOP 1G0
Attention: Larry Plourde, Administrator

Applicants are requested to submit a Letter of Interest before the closing date to the Village Office between 9 a.m.-5 p.m. Monday to Friday. The CLOSING DATE FOR THIS POSITION IS: Friday, December 7, 2018 at 4:00 p.m.