

Municipal Joint Services Board, Lunenburg Region

Position Job Description: Scale Operator/ General Labourer

Position Overview:

The Scale Operator/ General Labourer primarily performs scale operator duties at the Lunenburg Regional Community Recycling Centre (LRCRC). The majority of work will take place within the scale house. General labour duties will be carried out in other areas of the LRCRC: administrative building, landfill transfer station, blue bag tipping floor, cardboard tipping floor, mixed construction and demolition waste piles and public waste bin drop off area. The Scale Operator/ General Labourer will observe safe work procedures at all times and be responsible for labour and basic inspections.

Team Responsibilities

- Communicate with Scale House Operators and Public Waste Drop Off Bin Attendants to move or load waste materials as they are delivered to the LRCRC;
- Communicate with Supervisors, Site Mechanic and co-workers regarding required equipment maintenance and any safety issues;
- Work with Outreach and Communications department to resolve waste stream contamination issues observed as wastes are delivered to the LRCRC;
- Work with Supervisor and co-workers to ensure snow removal and required site project work is carried out efficiently; and
- Assist in the clean up of small illegal dumpsites and waste audits.

Job Responsibilities

Core Responsibilities

- Weigh and code wastes using electronic scale software;
- Handle cash and perform electronic sales transactions;
- Communicate with customers, directing them to the appropriate drop off area;
- Operate a two-way radio to communicate with Supervisor and fellow staff members;
- Collect and dispose of waste;
- Communicate waste stream contamination issues (ie. high volume recyclables mixed with landfill) to Supervisor for follow up;
- Clean Public Drop Off Bin Area (ie. rake, shovel, use magnetic sweeper);
- Collect on-site litter, as directed by Supervisor;
- Assist in the blue bag tipping area when required;
- Assist in cardboard baling when required; and
- Perform other duties, as assigned by Supervisor.

Essential Criteria and Competencies

Formal Education & Certification

- Must possess a valid NS driver's license
- Grade Twelve Diploma

Direct Reporting Hierarchy

Report to: LRCRC Site Supervisor
Supervision: None

Position Category

Scale Operator/ General Labourer

Work Conditions

- Work during weekdays, occasional Saturdays. Additional Hours may be required to cover sick days and vacation time
- Wear required personal protective equipment at all times;
- Some duties will require working alone;
- Will be required to occasionally lift objects up to 25 lbs
- Some overtime may be required (ie. after 4:30 pm weekdays, Saturdays, Holidays)
- Standing for extended periods of time
- Repetitive lifting and bending motions
- Will be required to pick up litter on-site occasionally

Personal Attributes

- Excellent communication skills
- Attention to staff and public safety at all times
- Ability to work effectively in a team-oriented, collaborative environment
- Ability to absorb and retain information quickly
- Ability to interact with co-workers and public in a positive manner
- Highly self-motivated and directed
- Attention to detail
- Possess problem-solving abilities
- Ability to effectively prioritize and execute tasks