

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

### Transfer Station Attendant

One (1) Temporary, part-time position (approximately 1 year contract)

As part of our team, you will be responsible for operating the weigh scales and vehicle recording systems at the County's three Community Recycling Centres. You will provide direction and information to customers to facilitate the safe and proper disposal of waste materials. In addition, you will be responsible for receiving and sorting household hazardous waste materials brought to the Community Recycling Centres by customers.

#### Qualifications & skills:

- At minimum, you have a high school diploma (OSSD);
- One year of experience in a related position or other positions requiring customer service, general administration, data entry, and cash management would be an asset;
- General knowledge of waste management, hazardous waste, compost, and recycling;
- Ability to lift items weigh up to 22 kg;
- Experience working outdoors, in all weather conditions;
- Demonstrated experience working with databases and cash as well as using a cash register;
- Training in the use and application of Geoware software is considered an asset;
- Strong oral and written communication skills;
- Strong work ethic and positive team attitude;
- Transportation of Dangerous Goods Training and Hazardous Waste Identification Training would be an asset.

The successful candidate will be required to submit a satisfactory criminal record check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Tuesday, May 30, 2023**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email: [hr@northumberland.ca](mailto:hr@northumberland.ca)**  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants

with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.