



**Scale House Operator / Inspector**  
**Full-time Permanent Position**  
**Brockton Waste Watch Drop-Off Center (WWDC)**

Island Waste Management Corporation (IWMC) is seeking interested individuals for the position of Scale House Operator (SHO) / Inspector. The SHO/Inspector processes transactions for material arriving at the facility and inspects loads to ensure the specifications outlined in the Waste Watch guidelines are met.

The SHO/Inspector reports to Disposal Fee Program Supervisor.

**Responsibilities:**

- Inspect and weigh materials arriving at WWDC. Direct traffic to appropriate drop-off areas, answer customers' inquiries and proactively inform customers of Waste Watch program requirements.
- Issue transaction tickets and process corresponding payments. Balance cash payments and prepare day-end transaction reports.
- Maintain indoor and outdoor site premises in accordance with IWMC policies and procedures, and ensure adequate stock of supplies.
- Communicate with other IWMC staff and contractors to ensure the efficient operation of WWDC.
- Sort and pack various material types according to requirements of recycling and disposal programs.
- Complete, submit and file various forms.
- Other duties as required.

**Skills and Qualifications:**

- Valid driver's license
- Grade 12 education or equivalent
- Reliable, dependable and punctual
- Excellent oral communication skills
- Ability to remain calm when interacting with upset customers
- Ability to multi-task, and work independently and as a team member
- Basic computer skills
- Cash handling experience
- Previous experience operating a skid steer and/or forklift would be an asset.
- Capacity to lift up to 50lb and perform physically demanding tasks.
- The successful candidate must provide a satisfactory Criminal Record Check

**Salary**

- \$21.17 - \$23.05 per hour for a minimum of 31 weekly work hours, Monday, Wednesday, Friday and Saturday morning.
- This position offers medical and dental benefits, and a retirement plan.

Please submit a resume prior to noon (12:00 PM) on Thursday, July 20<sup>th</sup>, 2023 to:  
Rachel Parise, Disposal Fee Program Supervisor  
Island Waste Management Corporation  
110 Watts Ave  
Charlottetown, PE C1E 2C1  
Email: [jobs@iwmc.pe.ca](mailto:jobs@iwmc.pe.ca)