



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

Island Waste Management Corporation (IWMC) is seeking interested individuals for the position of Scale House Operator (SHO)/Inspector at our Murray River location. 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;
- Safe and responsible operations of a skid steer; and
- Other duties as required.

Skills and Qualifications:

- Valid driver's license;
- Grade 12 education or equivalent;
- Reliable, dependable and punctual;
- Excellent verbal communication and customer service skills;
- Ability to remain calm and professional when interacting with upset customers;
- Ability to multi-task, and work independently and as part of a team;
- Basic computer skills;
- Cash handling experience;
- Previous experience operating a skid steer and/or forklift would be an asset; and
- Capacity to lift up to 50lb and perform physically demanding tasks.

The successful candidate must provide a satisfactory Criminal Record Check

Hours: 26.25 hours bi-weekly (minimum) – Tuesday, Thursday and Saturday

Salary: \$21.65 - \$23.57 per hour. The position offers medical and dental benefits, and a retirement plan.

Closing Date: Wednesday, November 22nd at 5PM AST

Please apply to:

Susan Frizzell, HR Manager
Island Waste Management Corporation
110 Watts Avenue
Charlottetown PE
C1E 2C1
Email: jobs@iwmc.pe.ca