

# City of Melfort

## Department of Works & Utilities

### EMPLOYMENT OPPORTUNITY

The City of Melfort has a part-time job opening for a landfill entrance operator.

#### DUTIES

- collect the landfill fees.
- ensure that dumping is done only in the area designated by the City for such activity.
- collect all waste oil, used oil filters and used oil containers at the designated Eco Centre
- maintain accurate records.

#### REQUIREMENTS

- Perform cashiering duties and do a daily balance of all receipts.
- Ability to maintain records with accuracy and prepare reports.
- Ability to deal courteously and effectively with the public.
- Qualifications include possession of a valid Saskatchewan Class 5 Driver's License.
- Possess knowledge and ability to work in a computerized environment
- Days of work are on Saturdays or when the regular attendant is either sick or has booked holidays. The supervisor will work out their schedule in advance for holidays. Hours of work are from 9:30 a.m. to 5:30 p.m.
- Starting Wage as per union agreement.

All employees must wear any and all protective equipment as set out by occupational health. Equipment such as traffic vests, hard hats, steel-toed rubber boots, rain coats, eye protection (when called for) will be supplied by the City.

Posting is open until position is filled.  
Please submit applications to:

Reg Doepker  
Works & Utilities Foreman  
e-mail: [cityforeman@melfort.ca](mailto:cityforeman@melfort.ca)  
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