

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Transfer Station Operator (2 positions) - Competition No: 2026-18

Reporting to the Manager of Environmental Services, the Transfer Station Operator will supervise the placement of materials within the transfer site for collection, recycling, and disposal. This is for two permanent part-time positions located at the Fort Assiniboine and Goose Lake transfer station.

Functional Responsibilities

- Open and close transfer site gates as scheduled.
- Ensure that environmental guidelines for operation of the site are followed.
- Inspect each load for hazardous containers or material.
- Ensure all waste and recyclables are left in the correct designated area.
- Burn barrels must be cold and dumped into ash bins.
- Monitor the burning of wood waste when required.
- Maintain site, bin area, and shack in a neat and tidy condition.
- Load electronic waste into cages as it arrives and keep a current count of electronic waste as it is loaded.
- Ensure that the oil area is kept spill-free and oil containers are empty and bagged.
- Attend a monthly safety meeting at either Fort Assiniboine or Whitecourt shop.
- Ensure that all operations are conducted in a safe manner within County policy and procedure and all Alberta Occupational Health and Safety Rules and Regulations.
- Perform other related duties as may be requested by the Manager of Environmental Services related to job duties and department goals.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.

Qualifications

- Grade 12 Diploma or equivalent.
- First-Aid considered an asset.
- Ability to work alone with minimal supervision.
- Ability to work weekends is a requirement of this position.
- Must obtain Basic Emergency Management (BEM) certification within 18 months of hire.

Working Conditions

These positions operate out of the transfer stations in Doris Creek (Fort Assiniboine) and Goose Lake. The field environment has high levels of noise, dust, grease, or mud; moving vehicles or machines; temperatures ranging from very hot to very cold; and exposure to hazardous physical substances. This position has been rated medium duty, which may require physical exertion including but not limited to periods of standing, walking over rough, uneven terrain, and recurring bending, crouching, stooping, and reaching. Normal safety precautions are required, including the use of personal protective equipment

POSITION TYPE

Part-time
Permanent

HOURS OF WORK

24 hours/week including weekends.

SALARY RANGE

\$26.39/hr to \$34.44/hr

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

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