

## Employment Opportunity Waste Disposal Site – Relief Gate Attendant

### The Opportunity

The City of Dauphin has an immediate opening for a **Relief Gate Attendant** at the Waste Disposal Site. A minimum of 7.5 hours per week with the possibility of extra hours and overtime if needed in a relief capacity.

Reporting to the Director of Finance and the Public Works Foreman, the **Relief Gate Attendant** will be responsible for the following duties:

- Inspecting, weighing, calculating, and recording quantity of waste delivered and other pertinent data
- Receiving, processing, receipting, recording, and balancing tipping fees using applicable software system
- Balancing and submitting charge accounts on a monthly basis for billing
- Preparing and balancing daily cash sheets and delivering monies to the Financial Institution
- Maintaining cash float
- Explaining regulations, policies, and procedures to the Public
- Composing and submitting Critical Incident Reports
- Directing traffic on/off scale and to proper disposal areas
- Maintaining a current backup of scale data and stores off-site
- Ensuring the maintenance of office, waste diversion center, and security system equipment
- Providing quality customer service to the users of the Dauphin Waste Disposal Site
- All other duties as assigned



## **The Person**

The following skills and assets will be considered in the selection of a suitable candidate:

- Grade 12
- Minimum one year experience as a cashier or equivalent position
- Some computer knowledge
- Criminal record check
- Excellent interpersonal and communication skills
- Flexibility and the ability to report to work on short notice
- Class 5 Driver's License

## **The Compensation**

- \$17.32 per hour

## **How to Apply**

Submit your cover letter and resume in confidence to:

Scott Carr, CPA, CGA  
Director of Finance  
100 Main Street South  
Dauphin, MB R7N 1K3  
scottc@dauphin.ca

## **Closing Date**

Until Position is filled.