



**Posted: April 4, 2017**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following Permanent Part-Time position:

### **WASTE TRANSFER STATION OPERATOR**

#### **DUTIES:**

- Maintains the Transfer Station Site in a safe and orderly fashion
- Assists in the collection of waste and recyclables during regularly scheduled collection times
- Actively monitors, maintains daily logs and provides reports on the volume of waste being deposited at the Transfer Station and any associated trends
- Performs a wide variety of general labour/property maintenance services and may require the operation of heavy equipment
- Responsible for adherence to Occupational Health and Safety procedures
- Performs such other related duties as may reasonably be required by the Public Works Foreman

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

#### **Education:**

- Completion of Grade 12 **(MUST PROVIDE PROOF)**
- Basic CPR / First Aid Certificate
- WHIMIS Certification or willing to complete training as required

#### **RATED REQUIREMENTS:**

##### **Knowledge & Skills:**

- Knowledge and understanding of Occupational Health and Safety in a workplace environment
- Knowledge of Curve Lake First Nation Government Services Policy and Procedures

##### **Abilities:**

- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines

##### **Personal Suitability:**

- High respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- Must be punctual and dependable

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

- Must demonstrate professionalism throughout the performance of duties
- Must be in good physical condition

#### **TERMS OF EMPLOYMENT:**

This is Part Time Permanent position beginning immediately. Annual salary range for this position is \$14,901 to \$16,556 based on a 20 hour work week.

#### **APPLICATION:**

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:**

Abigail McCue, Human Resources Coordinator  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708

**Deadline for Applications:** Tuesday April 18, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

**While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.**