



Village of Haines Junction

Employment Opportunity

Solid Waste Facility Attendant

Haines Junction lies on the edge the vast and spectacular wilderness of Kluane National Park including the largest internationally protected area on earth and the planet's largest non-polar ice fields. It is a community that offers a high quality of living with unparalleled recreational opportunities for the outdoor enthusiast. Located in the southwestern corner of the Yukon Territory, approximately 160 kilometers from Yukon's capital city Whitehorse, Haines Junction and the surrounding area is home to roughly 900 residents, and we are looking for one more.

The Village of Haines Junction invites applications for the permanent full-time position of Solid Waste Facility Attendant. We offer a competitive benefits package and a positive and highly diverse working environment. This is a bargaining unit position within the local of Y042 (Yukon Employees union)

General Summary

Reporting to the Public Works Manager, the position directs the acceptance, processing, and placement of refuse and performs general duties at the Solid Waste Management Facility in a safe and efficient manner. It performs a variety of tasks including monitor users and inspect loads, charge appropriate fees, collect payment, educate the public on waste-disposal practices, maintain accounting records, and prepare daily deposits. Enforces all solid-waste related regulations and bylaws for staff, public, and contractors and other related duties.

Duties and Responsibilities - include but are not limited to the following:

- Open the Solid Waste Management Facility gates for business and lock gates at end of day.
- Greet customers in a courteous manner, and must be able to communicate the landfill programs effectively, as well as tactfully deal with the public.
- Direct/educate users to appropriate disposal areas of the solid waste facility, or recycling center.
- Assist clients and provide information and any relevant policies.
- Provide direction to customers and help staff with various tasks.
- Assist in development of educational materials for recycling and solid waste diversion.
- Collect applicable fees, if required.
- Ensure compliance with the provisions of the Waste Management Permit.
- Enters data, tracks, monitors and prepares reports related to landfill operations.
- Perform duties with minimal supervision, ensure public safety, and utilize interpersonal skills for public interactions.
- Enforces all solid-waste related regulations and bylaws for staff, public, and contractors.
- Load, unload, manipulate, and manage a variety of materials, and monitor loads and site activities.
- Visually inspect/assess incoming waste loads to ensure prohibited and restricted materials do not enter the waste stream.
- Remove loose litter throughout the facility.
- Maintain a clean, orderly, organized, and safe public facility, and fulfil a security role.
- Shovels snow from gatehouse entrance.
- Perform all duties in conformance with applicable Legislation, and Regulations.
- Perform routine maintenance and housekeeping of the painting, sweeping, and litter collection.

POSITION REQUIREMENTS

Qualifications

Education and Experience:

Completion of Grade 12. SWANA operator's training would be an asset. Experience providing customer service, preferably in a municipal environment. Experience handling cash and keyboarding is required. Experience handling tools and equipment in a safe manner. Microsoft Office proficiency (Word, Excel) is required. An equivalent combination of training and experience may be considered.

Knowledge, Skills, Ability

- Understanding of the importance of customer service
- Knowledge of the methods, materials, tools, and equipment
- Knowledge and awareness of safety skills, occupational hazards, and safety precautions
- Ability to operate, handle, and care for equipment and tools in a safe and responsible manner.
- Ability to work independently with minimal supervision.
- Ability to use a cellphone for team communication.
- Ability to communicate effectively, both orally and in writing
- Ability to follow instructions.
- Computer skills
- Good math and reading skills.

Additional Information:**Job Requirements:**

- Occasionally exposed to harsh environments, noise, odors, and hazards, and must take necessary precautions.
- Physically fit with the ability/capabilities of lifting up to 50 lbs.
- Working Wednesday to Sunday 9:00am to 6:00pm

Conditions of employment:

- Valid Yukon Class 5 driver's license
- WHMIS and Transportation of Dangerous Goods (TDG) training, and able to obtain certificate within one month.
- Standard First Aid/CPR
- Willing to work evenings, weekends and/or holidays, or after hours.
- Willing and able to work independently in varying weather conditions.
- Willing to wear approved personal protective equipment (PPE), including steel-toe boots and rain gear.
- Willing to take further training as required.

*This is a permanent full-time position. The wage is \$27.89 per hour with a comprehensive benefits program and an accelerated wage advancement schedule.

Please submit a cover letter, resumes and enquiries to:

Jerry Tracey Public Works Manager

Email: pwmanager@hainesjunction.ca

Phone: 867-336-4422

Fax 867-634-2008

Village of Haines Junction

Box 5339 Haines Junction, Yukon, Y0B 1L0

We thank all applicants in advance for their interest, however only those considered for an interview will be contacted.

This position will close on December 1st, 2025 or when a suitable candidate is found