



## **EMPLOYMENT OPPORTUNITY – INTERNAL/EXTERNAL POSTING**

### **Weigh Scale Operator**

**Closing Date:** Thursday, August 27, 2026, at 4:00pm

**Job Type:** Full-time, Permanent

**Department:** Solid Waste & Recycling

**Pay Range:** \$25.63 - \$28.01 (Range 3 of Collective Agreement Wage Grid)

**Hours:** 40 hours/week

Under the direction of the Solid Waste Coordinator, this position is responsible for the accurate and efficient monitoring and recording of waste volumes entering the collection site, as well as determining the content of material entering the landfill to properly bill the customer. The successful candidate will provide excellent customer service and have regular interaction with the public and contractors.

Duties include but not limited to:

- Successfully and safely operate the scale house weight measurement systems including the load scales, and the electronic data collections system
- Conduct daily inspections and general maintenance of the scales
- Inspect waste loads for compliance with environmental acceptance criteria, including the criteria as per the Town of Watson Lake Solid Waste Bylaw and accept or reject waste loads based on content
- Document the waste entering the facility utilizing truck scales and prepare waste tonnage reports
- Handle cash, balance the daily receipts and ensure accurate record keeping for billing
- Maintain and prepare daily input sheets and weekly cash sheets, and;
- Maintain orderly files, both electronic and/or paper.

Qualifications and Experience:

- Minimum Grade 12 education
- General office skills as it relates to electronic data collection, record management, and general use of computer equipment and programs, such as Microsoft Excel
- Familiar with solid waste disposal regulations in the Yukon and the Town of Watson Lake Solid Waste Bylaw
- Ability to work with minimal supervision
- Strong communication and customer service skills

- Standard First Aid certification or willingness to obtain
- WHIMIS certification or willingness to obtain, and;
- Transportation of Dangerous Goods certification willingness to obtain.

Working conditions are varied. This position requires a combination of inside and outside work. The incumbent is expected to wear protective footwear and hearing protection for safety. This position involves working with a wide variety of customers and the handling of heavy, often dirty materials in a noisy environment. Some duties involve outside work and may occur in poor weather conditions.

To apply for this position, please submit a resume and cover letter or expression of interest (for internal applicants) by 4:00pm on Thursday, August 27, 2026, to Shannon Bergeron by:

Email: [csrec@watsonlake.ca](mailto:csrec@watsonlake.ca)

In Person: Town Office, 710 Adela Trail, Watson Lake