

Compost Site Attendant

RECRUITMENT – 2025-PW-35

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for the seasonal position of **Attendant at the Compost Site**.

Under the direction of the Engineering Technologist you will work at the municipal Compost Site and verify residency of customers, perform gate control (including approval of incoming materials), maintain daily records and carry out litter collection on the site.

Skills and Qualifications:

- Ability to work indoors and outdoors in all weather conditions.
- Capable of performing the physical requirements of the position, including the ability to lift 50 lbs (22.7 kg).
- Ability to track and log information.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.
- Excellent communication and interpersonal skills.
- Ability to work independently and within a team.

Position Type: Seasonal (until November, 2025)
Location: Compost Site, 3514 Highway 43 (east of Hillcrest Cemetery)
Hours of Work: Saturdays (8:00 a.m. to 4:00 p.m.)
Wages: \$18.00

How to Apply:

This position is open until filled. Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-PW-35 to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.