

## **Compost Site Attendants**

### **RECRUITMENT NUMBER 2026-PW-04**

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 **three (3) seasonal positions at the Compost Site**. Under the direction of the Environmental Services Coordinator or designate, the Compost Site Attendant will work at the Municipal Compost Site. As an attendant, you will be responsible for verifying the residency of customers, performing gate control to inspect and approve incoming material, maintaining daily records for regulatory compliance, and performing litter collection on the deposited material to minimize contamination (primarily plastic materials).

#### **Qualifications:**

- Ability to work outdoors in varying 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.
- Excellent communication and interpersonal skills.
- Ability to self-manage assigned duties and work together with other site attendants.

#### **Conditions of Employment:**

- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.
- Compliance with the Town's health and safety policies and procedures, including the use of required personal protective equipment as required.

**Position Type:** Seasonal (May until November 2026)  
**Location:** Municipal Compost Site at 3514 Lanark County Rd 43  
**Hours of Work:** Saturdays (8:00 a.m. to 4:00 p.m.)  
**Wages:** \$18.00-\$19.00 per hour

#### **How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment 2026-PW-04 by **Friday March 20, 2026 at 4:00 p.m.** 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](mailto: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.*