

Administrative Level 3 - Sanitation

Operational Services - Public Works

Competition # 83

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 40 hours per week. It will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

Rate of Pay: \$21.46 - \$24.69 per hour (2023 Rates)

NOTE: We are finalizing our new collective agreement, which includes higher wage rates for 2025. Apply today to take advantage of these competitive rates!

Closing Date: 11:59pm on April 11, 2025.

This competition will include testing and an interview.

PURPOSE OF POSITION

This position is responsible to perform a variety of clerical, customer service, support services, and assume the responsibilities of the Administrative Assistant, both in the office and in the scalehouse, as required. This position will require, based on seasonality and landfill operating hours, evening, weekend and day shifts.

TYPICAL DUTIES AND RESPONSIBILITIES

Sanitation Collection Bin Database

- Assist in managing the database to ensure accurate entries – inputting, updating and editing information including information regarding new developments or changes to existing properties;
- Complete audits of the database to ensure accurate information and work with the Public Works Educator for verification.

CityWorks

- Complete all entries for Sanitation-related Issue Tracks;

General Administration

- Manages all customer and employee enquiries in a courteous and expedient manner and acts as a resource person to the public and employees for information regarding Section programs and services;
- Scheduling of transportation for outgoing material from the Material Recovery Facility (MRF) and responsible for the preparation of all shipping documentation as required as well as maintaining accurate records of all MRF financial data;
- Performs administrative duties related to departmental correspondence including postings, minutes, and safety communications;
- Responsible for inputting all information from Sanitation staff within the Incident reporting system;
- Prepares payroll, purchasing, payables, receivables, cash deposits and general correspondence including letters to residents concerning Sanitation issues;

- Provides administrative support to the Sanitation department.

Producer Responsible Organizations (PRO's) & Diversion Programs

- Responsible for scheduling transportation for the various PRO material programs as well as all financial transactions and documentation required by each program;
- Ensures efficient and accurate systems are maintained for monthly reporting;
- Establishes and tracks files for PRO annual reports;
- Provides administrative support regarding all PRO's and diversion programs including Manitoba Association for Resource Recovery Corp. (MARRC), Electronic Products Recycling Association (EPRA), Product Care, Tire Stewardship, Compost Council of Canada (CCC), Manitoba Sustainable Development and Multi-Material Stewardship Manitoba (MMSM).

Scale Operations

- Operate weigh scale for customers entering and exiting landfill;
- Directs customers to locations within landfill based on load types;
- Communicates with staff on customer billing as required;
- Ensure accuracy when weighing vehicles and entering material information;
- Prepare daily cash deposits and reconcile transactions.

Financial Responsibilities

- Performs all duties related to the billings including the bi-weekly download of scale transactions into the accounting program;
- Reconcile and audit the scale transactions and invoices in the accounting program for inaccuracies and make corrections as required;
- Develops, tracks, and tabulates annual compost data and assists in preparation of the final report for funding.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma.
- Two (2) years of office experience in a secretarial/administrative field to have demonstrated competence in related tasks.
- Proficient use of computer equipment, operating systems, word processing and email (Outlook, Word, Excel).
- Obtain Landfill Operations Basics course within 1 year.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary Office or Business Administration coursework.

WORK CONDITIONS

The incumbent works in a team environment with the department as a whole.

- Works in a shared manner with other employees in the Department;
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily);
- Self-motivate and quality driven to perform independent projects (daily);
- Must be available to work varying shifts, including evenings and weekends;
- Responsible to the Solid Waste Service Specialist or designate.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!