

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Scale Operator – Administrative Level 3 Sanitation Up to 13 Month Term**

The Scale Operator will perform a variety of clerical duties associated with the scale building and Sanitation office in support of the Sanitation section of Operations Division, and performs a variety of clerical, customer service, support services and assumes the responsibilities of the Administrative assistant when required. The incumbent is part of a strategic team working to ensure the efficient delivery of Sanitation services to the City of Brandon.

### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., or Mature High School Diploma

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Post secondary Office or Business Administration education
- Minimum of three (3) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties
- Computer experience
- Demonstrates competence and accuracy when performing arithmetical calculations and cash transactions.
- Sufficient customer services experience to have demonstrated competence in related tasks.

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#### **Competition # 200032**

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

**Posted on:** June 17, 2020

**Applications will be accepted until 11:59 p.m. on July 2, 2020.**

This opportunity is open to all applicants, however first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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#### **Rate of Pay:**

\$20.12 – 23.16 per hour - 2018 rates.

**Position Conditions:** This is a full-time, term 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.

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**For complete position details and requirements see the Job Description on the City of Brandon website.**

*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.*

***Serving and Building Community.***