



# Job Posting

Regional District of Central Kootenay  
East Locations

## RESOURCE RECOVERY

## SITE LEAD HAND

Regular (25—40 Hours)  
Benefitted  
Kootenay - East Locations

### INTERNAL POSTING

*The RDCK is an equal opportunities employer*

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES INCLUDE:

- Comfort and confidence driving long distances and in varied road conditions
- Demonstrated ability to communicate effectively with the public and staff, using tact and diplomacy
- Demonstrated ability to provide leadership, orientate and train new staff to the duties of the Landfill Attendant and Recycling and Waste Educator Positions
- Demonstrated ability to deal courteously and effectively with the public, and to deescalate conflict as required
- Proven ability to count large amounts of cash, balance a cash out and float and reconcile multiple deposits
- Demonstrated ability to understand and adhere to RDCK policies, bylaws and cash and bookkeeping procedures.
- Demonstrated ability to work independently and outdoors
- Proven ability to lift 18 kilograms and carry for 5 meters
- Demonstrated computer skills including MS Outlook & Internet Explorer and demonstrated ability to learn new software programs
- Demonstrated ability to problem solve and perform tasks of some complexity under minimal direction but within a consultative teamwork approach.
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect

### REQUIRED QUALIFICATIONS INCLUDE:

- Completion of Grade 12 or a recognized equivalent, or an acceptable combination of education and experience
- Supervisory experience or acceptable equivalent experience that would prepare you to lead a team
- Two or more years' experience in a fast paced administrative or customer service role or similar

The Resource Recovery Site Lead Hands support the work of Landfill Attendants and Recycling & Waste Educators by providing support and guidance in the field, picking up and delivering materials, collecting and handling deposits and Attendant Paperwork, and assisting with training and communication. Additionally, this position covers for Landfill Attendants and Recycling & Waste Educators on an as and when needed basis.

Resource Recovery Site Lead Hands support the Waste and Recycling services across the Region. If you are a strong communicator, a competent leader and you have a genuine interest in contributing to the waste and recycling services in the Kootenays and developing within the department this position may be for you!

Resource Recovery Site Lead Hand positions are somewhat physically demanding and work is performed primarily outdoors. Constant travel is a reality of this position, so applicants should have comfort and confidence driving long distances and in varied road conditions. Applicants must have their own reliable vehicle.

- Experience working with Microsoft Office products, including Excel, Word, and Outlook
- Experience with public education and/or working with the public at a one-on-one level;
- Experience with cash handling and reconciliation
- Standard First Aid, Basic CPR with AED, valid WHMIS
- Valid B.C. Driver's License (without restrictions) and satisfactory Drivers Abstract; Must have reliable vehicle for use in combination with RDCK fleet vehicles for travel.

**Lead Hands will primarily work in their "area" but will be expected to attend at Head Office as required and may be called upon to provide coverage throughout the Region. Area is subject to change as per the needs of the business operations.**

**East** – To support the following locations: Crawford Bay, Boswell, Creston, Salmo, Ymir.

This is a union position and will earn \$26.39/hr. Mileage for travel using own vehicle will be provided as per CRA guidelines. An additional 15% in lieu of benefits will be added to every pay cheque or, if the successful applicants is already eligible, benefits will be continuous.

Applicants should be available to work a varied work schedule that includes day, weekend and/or evening shifts.

To apply please complete our online form which can be found here: [Employment Application](#). A detailed job description can be found on our job page: [rdck.ca](http://rdck.ca).

Applications submitted in the form of a resume and cover letter **until the 9:00am on Wednesday, September 19, 2024.**

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.*

*This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information or to apply contact:**  
humanresources@rdck.bc.ca | 250.352.1515  
or visit [rdck.ca/jobs](http://rdck.ca/jobs)