

EMPLOYMENT OPPORTUNITY

VMRF LABOURER (PART-TIME PERMANENT POSITION)

POSITION SUMMARY

An employee in this classification will primarily assist in the operation of the Vegreville Materials Recovery Facility. This includes sorting, processing, baling and loading recyclable materials, as well as outside work such as electronics waste and paint materials at the Vegreville Sanitary Landfill. This employee may also be responsible for operating a forklift.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with employer(s), Municipal Services staff and all other departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Responsible for daily operations including, but not limited to; sorting, processing and loading of recyclables as provided, and assisting in the completion of daily reports and logs.
- Performs routine maintenance on equipment and building operation schedules such as regular greasing of balers and forklift.
- Assist with preparing electronic waste and paint for shipment.
- Some heavy lifting may be required.
- Abides by policies and procedures outlined in the Town of Vegreville Safety Manual.
- Performs other Town related work as may be necessary from time to time and as directed by the Materials Recovery Lead Hand or Municipal Services Manager.
- Assumes other duties as assigned.

QUALIFICATIONS & KEY COMPETENCIES

- Minimum of Grade 12 or tested equivalent and one (1) year direct experience in operation of small type mobile equipment.
- Capable of working with minimum supervision.
- Capable of maintaining a professional relationship with employer(s), fellow employees, and the general public.
- Physically capable of performing assigned duties. (Medical may be required)
- Willing and able to obtain security clearance for confidential paper shredding.
- Have a good working knowledge of safety standards and practices and the ability and desire to implement them.
- First aid and cardiopulmonary resuscitation are considered to be assets in this position.
- Certification for counter balance narrow aisle forklift would be an asset in this position.

Application deadline is Tuesday, March 10, 2026 at Noon. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.