



**Township of Havelock-Belmont-Methuen
Employment Opportunity: Waste Site Attendant
(6 Month Contract) West Kosh Transfer Station**

Wage: \$24.69 per hour

Closing Date: July 6th, 2026

The Township of Havelock-Belmont-Methuen is seeking a '**Waste Site Attendant**' for a 6-Month contract position to be primarily based at the West Kosh Transfer Station.

Reporting to the Manager of Public Works, this position is responsible for operating the waste site at the West Kosh Transfer Station, including assisting residents by directing them to the appropriate bins for recycling and waste, processing payments, writing receipts, and completing general clean up duties around the site. Additionally, this individual may be required to work at other Township Transfer Stations (Oak Lake, Jack Lake and 6th Line) when primary attendants are absent.

The successful individual must have a strong work ethic, public relation skills and ability to work with minimal supervision in a small team environment. The incumbent will be responsible for working weekends and statutory holidays.

The successful candidate must have minimum Grade 12 high school diploma. Must attain working knowledge of recyclable materials and hazardous waste with sound knowledge and understanding of employment health and safety procedures. A valid and clean Ontario class G Drivers' License is mandatory. Ability to meet physical demands of the position while working in extreme weather conditions.

A detailed job description can be found on the Township website at www.hbmtwp.ca.

Candidates are invited to submit a cover letter and resume by e-mail or regular mail no later than 4:00 p.m. on Monday, July 6th, 2026 to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen
1 Ottawa Street East
P.O. Box 10, Havelock, ON K0L 1Z0
Kspooner@hbmtwp.ca

The Township of Havelock-Belmont-Methuen welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.