



**Position: Transfer Station Attendant**

**Status: Seasonal – 5 months (weekdays, weekends, holidays)**

**Start Date: May 4, 2026**

**Salary Range: \$23.37 – \$27.34/hour, (hours per week may range between 8 to 16, not including large pick-up days scheduled throughout the summer)**

**Locations: North (Point Au Baril) and South Archipelago (Healey Lake), with potential for more shifts at various site locations across The Archipelago, including the islands)**

**Closing Date: April 17, 2026, resume and cover letter in one PDF document**

### **Position Summary**

Reporting to the Supervisor, Waste Management, the Transfer Station Attendant is responsible for the day-to-day operation and monitoring of the Solid Waste Transfer Station.

### **Township of The Archipelago**

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

### **Who you are**

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You pride yourself in your customer service abilities while enjoying the outdoors.

### **Why work for us**

In addition to the beauty of the North/South Archipelago, we provide 4% on top of your hourly rate to offset health and dental benefits, access to an Employee and Family Assistance Program and you will have the option to participate in the Ontario Municipal Employees Retirement System (OMERS) pension plan.

### **What You'll Do**

- Responsible for the security of the Transfer Station site, including the locking and unlocking of the gate and operating any security measures in place.
- Maintain usage log of rate payers and contractors at site.
- Operate small equipment including compaction bins, generators and weed eaters.
- Collect user fees from rate payers and contractors using The Township's assigned payment method.
- Assist all people using the Transfer Station with the proper disposal of their waste. Answer questions on the recycling program and provide information to ratepayers.



### **What You'll Do Continued**

- Ensure the site is safe and tidy at the end of each day.
- Operate in a safe manner and comply with the Occupational Health and Safety Act requirements and The Archipelago's safety policies.
- Conduct all other relevant duties as requested by the Supervisor.

### **Education**

- Minimum High School Diploma or post-secondary, an asset.

### **Experience and Skill**

- Ability to lift and move between 40 to 60 lbs on a regular basis.
- Demonstrated ability to work safely in a remote and lone-worker setting.
- Able to walk and traverse over uneven terrain and work in all weather conditions.
- Possess and maintain a valid Ontario Class "G" Driver's Licence.
- Possess and maintain a Pleasure Craft Operators Card (PCOC) and be comfortable being on and around water (specific to the island site locations).

Refer to job description, at [www.thearchipelago.ca](http://www.thearchipelago.ca), for a complete description.

**Resumes directed to: Human Resources Department, The Archipelago**

**Email: [HR@thearchipelago.ca](mailto:HR@thearchipelago.ca), resume in one pdf document**

We thank you for your interest, however only candidates under consideration will be contacted.

The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.