



JOB POSTING: BY-LAW 26-01

Assistant By-Law Officer

Municipal Landfill Site

Job Type: Casual, Non-Union

Rate of Pay: \$23.99-\$27.42 / hour

Date Posted: May 12, 2026

Job Summary

The Assistant By-law Officer provides customer service at the municipal landfill site and ensures compliance with the Solid Waste Management Policy and applicable municipal by-laws. This role involves ensuring the safety and operational efficiency of site activities. It includes the inspection of waste, the collection of payments, and the performance of certain basic administrative tasks. This position is essentially autonomous and involves regular interaction with the public, both indoors and outdoors.

Qualifications

- Secondary School Diploma
- Current Standard First Aid Certification is considered an asset
- Valid "G" drivers' licence
- Bilingual (French/English) is considered an asset
- Experience in a customer service role is preferred
- Ability to perform mathematical calculations
- Basic knowledge of Microsoft Word and Excel is considered an asset
- Ability to work independently
- Ability to work in adverse weather conditions as required

Hours of Work

Hours of work are variable and depend on operational needs. This is a casual position and may include seasonal schedules, daytime hours and shifts during the week or on weekends, as required by the department.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected and will only be used for the purposes of candidate selection. The Town of Hearst is an equal opportunity employer. Accessibility accommodations are available throughout all stages of the recruitment process. Applicants are asked to inform us of their accommodation needs in advance.



A detailed job description is available on the Town of Hearst website, www.hearst.ca.

Questions regarding the roles and responsibilities of this position can be directed to:

Myriam Bastarache
Director of the By-Law Department

Email: mbastarache@hearst.ca
Town of Hearst

Interested candidates may submit a cover letter and resume by **4:00 p.m. on May 25th, 2026**, using the subject line “**(your name) – Assistant By-Law Officer**”, to the following address:

Jean-Michel Vachon
Director of Human Resources

Email: hr@hearst.ca
Town of Hearst

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