



JOB POSTING: BY-LAW 26-02

Assistant By-Law Officer Municipal Landfill Site

Job Type: Full-Time, Permanent, Non-Union

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

Date Posted: August 31, 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 simple 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 Tuesday to Friday from 10:00 a.m. to 6:30 p.m. and Saturdays from 8:00 a.m. to 2:00 p.m., for a total of 40 hours per week.

Benefits and Pension Plan

In addition to a stable municipal work environment, this position offers access to a comprehensive employee benefits package upon successful completion of the probationary period. Employees are also enrolled in the OMERS pension plan as of their start date, supporting long-term financial security from day one.



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. September 11th, 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

The Corporation of the Town of Hearst is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available upon request for candidates participating in all aspects of the recruitment process. Personal information collected during the recruitment process is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for employment recruitment purposes. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

