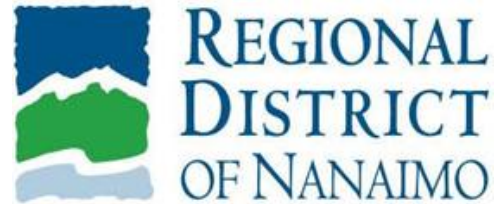


EMPLOYMENT OPPORTUNITY

Scale Clerk

Permanent Full-Time | External
Solid Waste Services
Competition No.: 2026-1073



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1073 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on July 17, 2026***

Date Posted: July 3, 2026

ELIGIBILITY LIST

This competition may establish an Eligibility List for the Scale Clerk position. The list may be used to fill future PFT Scale Clerk vacancies within Solid Waste Services. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Scale Clerk with Solid Waste Services based at the Nanaimo Regional Landfill in Cedar.

The Scale Clerk contributes to the effective operation of Solid Waste Facilities by ensuring that inbound loads from the public and private sectors are processed in accordance with RDN bylaws, procedures, and policies, and that tipping fees are recovered accurately to ensure cost recovery. This position ensures compliance with applicable provincial and federal regulations, as they pertain to a digital weigh scale operation, and provides training and guidance to staff members accordingly. This position supports the Solid Waste department by collaborating with and assisting team members in their duties, as required, to meet service expectations, compliance and departmental goals and objectives.

QUALIFICATIONS

Qualifications include grade 12 or equivalent, plus up to one-year post-secondary education in a related field and 1 to 2 years' job-related experience in either a relevant financial setting, environmental, engineering, or related science-based sector. An equivalent combination of training and experience may be considered.

SKILLS & ABILITIES

- Demonstrated ability to provide guidance, direction, and training in the operation of a digital weigh scale operation, while working in a fast-paced, dynamic work environment.
- Excellent interpersonal skills with the ability to communicate effectively with customers while exercising a high degree of tact in ever-changing situations and a fast-paced environment.
- Demonstrated keyboarding and cash handling skills and knowledge of basic office equipment.

POSITION DETAILS

This is a permanent full-time (40 hours per week) Union position. The (2026) rate of pay is \$38.55 to \$40.58. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Scale Clerk

Solid Waste Services

Pay Band 9

Job Summary

Leading by example, the Scale Clerk contributes to the effective operation of Solid Waste Facilities by ensuring that inbound loads from the public and private sectors are processed in accordance with RDN bylaws, procedures, and policies, and that tipping fees are recovered accurately to ensure cost recovery. This position ensures compliance with applicable provincial and federal regulations, as they pertain to a digital weigh scale operation, and provides training and guidance to staff members accordingly. This position supports the Solid Waste department by collaborating with and assisting team members in their duties, as required, to meet service expectations, compliance and departmental goals and objectives.

Primary Duties and Responsibilities

- Assesses commercial and residential material loads and applies tipping fee charges in accordance with RDN Solid Waste Bylaws.
- Provides direction to residential and commercial customers as to where to safely dump materials on site.
- Accurately applies and records bylaw violations, for the accurate recovery of surcharges and penalties in accordance with RDN bylaws.
- Screens inbound loads for prohibited or banned materials, informing, and instructing customers of alternative disposal options.
- Processes daily financial transactions and end of day reports, correcting errors as required.
- Reconciles daily transaction logs, corrects errors, and balances accordingly, for final review and approval by the Solid Waste Operations Coordinator.
- Ensures scale operation compliance with provincial and federal regulations, including, but not limited to the accurate completions of transport manifests, surcharge and violation tickets, partial payment forms and the related weigh scale operations.
- Responds to customer inquiries, concerns, and complaints with a high degree of tact, seeking solutions that are mutually beneficial adheres to RDN Solid Waste Bylaws, policies, and procedures.
- Provides telephone reception and relays information about the landfill and the various recycling sites in the RDN.
- Provides training, support, and guidance to Solid Waste staff on scale operations, and provides limited direction, while working to ensure safe, efficient, and effective site operations.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- Grade 12 or equivalent, plus up to one-year post-secondary education in a related field.
- 1 to 2 years' job-related experience in either a relevant financial setting, environmental, engineering, or related science-based sector.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

Job Description

- Demonstrated ability to provide guidance, direction, and training in the operation of a digital weigh scale operation, while working in a fast-paced, dynamic work environment
- Working knowledge of RDN Bylaws and Solid Waste Management Plan, provincial and federal regulations, and relevant knowledge of safe work procedures.
- Demonstrated keyboarding and cash handling skills.
- Knowledge of basic office equipment.
- General knowledge of standard computer applications.
- Knowledge of recycling and general operation of landfills and related materials an asset.
- Excellent interpersonal skills with the ability to communicate effectively with customers while exercising a high degree of tact in ever changing situations and a fast-paced environment.
- Ability to adapt to a changing environment, ensuring accuracy, efficiency, and effectiveness is maintained.

Reporting Relationship

Reports to: Supervisor, Solid Waste Operations
