

JOB DESCRIPTION

TITLE: **Waste Site Attendant**

REPORTS TO: Public Works Superintendent (and Lead Hand(s) for functional supervision)

LOCATION: Landfill and Transfer Sites

SUMMARY: Reporting to the Public Works Superintendent, the Landfill Attendant (LA) maintains the landfill and transfer station sites in an orderly and visually acceptable condition in compliance with Ministry of Environment, Conservation and Parks. The LA coordinates client activities at the Landfill Site in accordance with Township policies. The LA is a part-time position.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

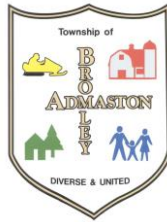
1. Opens and attends the landfill site to manage client activities consistent with provincial and Township requirements.
2. Ensures the site is free of hazards and is kept in an orderly and visually acceptable condition at all times.
3. Greets clients to confirm eligibility to use facility.
4. Inspects incoming materials and directs clients to designated areas based on the types of material.
5. Ensures materials are safely and properly sorted.
6. Collects tipping fees.
7. Closes and secures the site.
8. Conducts other duties as assigned by the Public Works Superintendent.

DIRECT REPORTS:

N/A

EDUCATION/EXPERIENCE:

- High School Diploma
- 3 months general landfill, recycling, transfer station, waste management or construction experience.
- The Township may consider a different combination of education and experience where appropriate.



ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

- Must be knowledgeable in safe worksite practices, organizing waste materials, and collecting fees based on set criteria.
- Good organizational and basic fee collecting skills.
- General knowledge of provincial requirements for landfill sites.
- Good communication and interpersonal skills.
- Driver's License
- WHMIS

DESIRABLE:

Occupational Health and Safety Training (OHSA)

Landfill Operations Basics (SWANA)

Transfer Station Operator (SWANA)

DZ License

EFFORT:

- Works part-time at Landfill and Transfer sites.
- Physical activity associated with sorting heavy materials.
- Managing multiple clients with variable materials for disposal.
- Collecting fees.

IMPACT OF ERROR:

Errors may result in:

- Non-compliance with provincial requirements.
- Provincial fines.
- Injuries to public or Township employees or contractors.
- Unsafe workplace.
- Incorrect fees collected.

WORKING CONDITIONS:

Exposure to cold and hot temperatures, noises, dust, debris, fuels, fumes, foul odours, hazardous materials, etc.

The forgoing description reflects the general duties necessary to describe the principal functions of the job but shall not be construed to be all the work requirements that may be inherent in this classification.