



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

JOB TITLE: Waste Site Attendant Assistant

REPORTS DIRECTLY TO: Foreman **DEPARTMENT:** Public Works

DATE REVIEWED: March 2024

POSITION SUMMARY:

Student will be performing a variety of routine and complex work at the waste disposal sites of the municipality.

DUTIES AND KEY RESPONSIBILITIES:

- Greets landfill customers, verifies Waste Disposal Access Card and directs them to the appropriate location; answer questions concerning fees, dumping, hazardous wastes, recycling and other related matters, ensuring polite, tactful relations at all times, or refers customers to the appropriate department.
- Assists the public as necessary with regard to disposal of waste and sorting of recycling.
- Ensures all garbage that is disposed of at the Waste Disposal Sites has a garbage tag properly affixed to the bag, and is responsible for keeping accurate records of the amount of the material that is disposed of at the waste sites, tracks the number of vehicles that come into the sites. That monies owed are deposited by user directly into locked cash box, and delivered to the Municipal Office weekly.
- Checks the contents of trucks and trailers to ensure landfill site rules are followed and Ministry of Environment standards are maintained.
- Keeps the landfill site in a clean and orderly manner. Ensures that required signage is present and is maintained so that it provides direction to residents.
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act, other applicable legislation, and municipal policy.
- Ensures that all workers at the waste sites are wearing proper safety equipment, and that safety shirts or vests are worn by all workers when they are working at the sites.
- Follows Municipal Policies and Procedures, and ensures they are applied on a consistent basis.

- Ensure buildings are maintained in good condition, reports deficiencies to Working Foreman and follows direction to perform any necessary tasks to building upkeep.
- Report any damage/theft or otherwise directly to Working Foreman.
- Collects litter and debris and picks up garbage scattered by birds and animals.
- Exposed to physical hazards and inclement weather conditions such as blizzards, ice storms, heat, odor, cold, dust, etc.
- Is aware of the Townships ECA requirements.
- Other duties as assigned by Working Foreman or Operations Manager.

MINIMUM QUALIFICATIONS:

- Must be between 15-30 years of age by start date of employment.
- Must be enrolled in a recognized secondary or post-secondary educational institution, and must be returning as a full-time student in the fall.
- Current Standard First Aid/CPR with Automatic External Defibrillator Certification, an asset
- Valid Driver's Licence, Class "G1" or higher considered an asset.
- Ability to follow direction, show initiative and exercise good judgement to ensure the effective completion of assigned tasks.
- Current WHMIS certificate (or willing to be trained)
- Ability to work alone under minimal supervision and work outdoors in any weather condition.
- Some familiarity and skills of general grounds maintenance considered an asset.
- Mechanical aptitude.
- General understanding of PPE required for assigned tasks.

PHYSICAL SKILL AND EFFORT

- Good physical condition.
- Must be able to lift 50 lb. and push 75 lbs.

DECISION MAKING AND JUDGEMENT:

Work is performed under the direct supervision of the Department Head and in accordance with established policies and procedures.

INTERPERSONAL SKILLS:

The job requires good interpersonal skills to interact effectively with the general public and deal politely and effectively with other department staff.

WORKING CONDITIONS:

- Working outdoors in differing weather conditions (rain, heat, etc.)

- Occasional exposure to the elements, hazardous conditions and materials.
- Interruptions due to operating problems and unavoidable changes in priorities and plans.

CONTROL OVER WORK SCHEDULE:

- Will be required to work 40 hours per week and will include irregular hours and weekends.

SPECIAL REQUIREMENTS:

- Student must supply and wear CSA safety footwear.
- Work clothing – clean, neat appearance; no shorts; must wear CSA Approved shirt or vest.
- Students 18 and over are required to submit a vulnerable sector criminal record check at own cost.

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

Supervisor Signature

Employee Signature

Date

Date