

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY
Job Description

Position Title: Waste Site Attendant - Part Time

Department: Operations

Purpose of the Position:

Under the supervision of the Full-time Waste Site Attendant and Manager of Public Works and Waste Management, will perform a variety of routine and somewhat skilled duties at the Township operated waste disposal and transfer station sites.

MAJOR RESPONSIBILITIES

1. Program/Service

- 1.1 Greets landfill customers, directs them to the appropriate location to dispose of their household waste and recyclable material, answers questions concerning fees, dumping, hazardous and electronic waste, recycling, and other related matters, and refers customers to Management as necessary.
- 1.2 Monitors and ensures refuse and recyclable materials are disposed of in an appropriate manner and in accordance with municipal and ministry policies and procedures.
- 1.3 Receives receipts and records waste associated fees and material collection information and returns such related documentation and money to the municipal office.
- 1.4 Ensures that the landfill and transfer station sites are kept in a clean and orderly manner as per Ministry of Environment regulations and ensure users are residents of the municipality or have the necessary authority to use the site.
- 1.5 Ensures appropriate tags are being used and collects necessary fees if appropriate tag is not affixed.
- 1.6 Determines the fees to be applied to items being deposited, collects fees due or fills out appropriate records invoicing on accounts and reconciles float at the end of the day.
- 1.7 Maintains and operates waste and compacting equipment within waste disposal and health & safety requirements.
- 1.8 Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- 1.8 Other duties as assigned.

2. Human Resources

- 2.1 Not responsible for supervising or directing the work of others.

3. Financial Resources

- 3.1 Not responsible for the preparation of budgets or acquisition of funds.
- 3.2 Responsible for collecting and recording set fees as per municipal policy and reconciliation of funds collected.
- 3.3 Recording amounts for invoicing on accounts and forwarding to Accounts Receivable clerk for billing purposes and ensures accuracy of information collected.

4. Material Resources

- 4.1 Carries out work assignments using a variety of equipment and tools. Responsible for the safe and effective use of equipment and the selection of correct equipment to perform all tasks.
- 4.2 Maintains equipment, vehicles and tools in safe operating condition by:
- Following acceptable maintenance and servicing schedule (oil changes, filters and lubrications, etc.) according to service manuals and applicable legislation.
 - Performing repair/replacement work on equipment
 - Recommending minor and major repairs and/or replacement of equipment to the Manager of Public Works and Waste Management.

SKILL AND EFFORT

5. Qualifications

- 5.1 Completion of high school diploma or equivalent or has a combination of education and work experience.
- 5.2 Excellent written and verbal communication skills, including the ability to listen and respond with tact and diplomacy and has a pleasant personality and disposition.
- 5.3 Very good knowledge of Provincial requirements relating to waste disposal and recycling or have a willingness to learn.
- 5.4 Must have financial literacy to be able to handle money, operate payment terminal (debit/credit machine), calculate fees due, process financial transactions, and balance daily float with accuracy.
- 5.5 Must have reliable transportation and possession of a valid Class G License and able to accommodate a flexible work schedule (weekends and holidays).
- 5.6 Excellent physical health to respond to the demands of the day-to-day operations of landfill and transfer station sites including weather extremes, odour, dust, and hazardous materials.
- 5.7 Ability to operate a garbage truck and compactor unit would be considered an asset.
- 5.8 Mechanically inclined to be able to operate and maintain various machinery.

6. Physical Skill and Effort

- 6.1 Excellent physical condition with the ability to handle physical demands of the job including constant climbing and lifting.

7. Decision Making and Judgement

- 7.1 Work is performed under the direction of the Full-Time Waste Site Attendant and Manager of Public Works and Waste Management, with access to the Superintendent of Operations for advice and information regarding assigned duties. Access is also available to established policies and procedures.

Judgement is exercised in:

- Working without supervision once the task has been outlined.
- Notifying the Full-Time Waste Site Attendant or Manager of Public Works and Waste Management of operational problems or issues as necessary.
- Ensuring that work activity is carried out according to quality standards established by management.

8. Interpersonal Skills/Contacts

Strong interpersonal skills are required:

8.1 Internal

- With Supervisors for receiving directions, reporting and briefing
- With other co-workers for the purpose of sharing information to complete work assignments.

8.2 External

- With the public to tactfully and politely provide information and direction regarding the day-to-day operations of the waste disposal and transfer station sites.

WORKING CONDITIONS

9. Environment

- 9.1 Exposed to physical hazards and inclement weather conditions including blizzards, ice storms, heat, odour, cold, dust.
- 9.2 May be exposed to hazardous material.

10. Control Over Work Schedule

- 10.1 Generally is not required to work overtime or outside regular scheduled hours, however, hours of work may consistently be on weekends and public holidays.

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