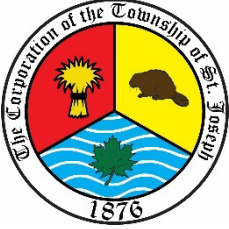


THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Landfill Attendant

Department: Public Works
Job Class: 1
Last Updated: February 2023

PRIMARY FUNCTION:

The Landfill Attendant is responsible to ensure the safe operation of the landfill site for the public, staff and contractors, in accordance with Ministry of the Environment requirements. Attendants ensure that the site is kept clean and organized, and that only eligible users are permitted access. The Landfill is a critical part of the community and plays a prominent role in ensuring the well-being of the Township. Attendants are required to communicate with the public, contractors, Landfill Committee, and other municipal staff. Ability to direct, advise and assist users with proper disposal methods and dealing with metals, electronics, hazardous substances, and construction materials.

REPORTS TO

Public Works Superintendent

DIRECTION EXERCISED

N/A

MJOR EQUIPMENT OPERATED

- Hand tools

RESPONSIBILITIES

- Flooding, clearing and maintenance of ice surface(s) and rink enclosure.
- Open and close the landfill site punctually at prescribed times.
- Conduct daily inspections of the site for hazards, vandalism, irregularities;
- Greet and assist landfill users with a friendly and helpful attitude;
- Check vehicles entering the landfill site to ensure they are eligible users;
- Direct and educate users on the proper disposal of recycling, trash, metals and waste according to Township and Provincial regulations;
- Ensure that recycling is properly separated and that non-recyclable materials are not being deposited in bins.

- Keep and maintain daily records of incoming and outgoing waste and recycling;
- Maintain records of vehicles entering the site, and the types of materials being dumped;
- Receive tipping fee vouchers from users with non-household waste, ensuring the accuracy of the location and type of waste;
- Redirect users with materials not accepted at this location such as hazardous waste;
- Maintain records of approved contractor visits hauling non-household waste;
- Ensure the site, recycling area, and share shed are maintained in a safe, orderly manner and that measures are taken to prevent pests;
- Receive tipping vouchers for non-household waste, ensuring compliance/requirements;
- Assist users at the tipping face and ensure that recycling or non-household waste are not being disposed of at this location and;
- Report to the Works Superintendent and/or other municipal officials any need for landfill management, signage, user compliance, unacceptable behaviour and fire hazards.
- Notify authorities when electronics, tires, or recycling bins require emptying (before they reach capacity);
- Advise supervisor when heavy equipment, pick up or delivery of materials is required;
- Support share shed volunteers to ensure rules are being followed and the building is maintained
- Coordinate the disposal of unwanted materials from the share shed, sorted by volunteers;
- Ensure proper use and care of propane heater and carbon monoxide meter.
- Other duties as may be assigned.

QUALIFICATIONS

- Good interpersonal and written/verbal communication skills to deal with the public and contractors
- Good understanding of recycling and waste management principles.
- Must be self-directed, take initiative and be able to work with minimal supervision
- Must be in good physical condition to lift, shovel, rake, push
- Good understanding of Occupational Health and Safety requirements
- Good time management skills to ensure all required work is completed each shift
- WHMIS training, or willingness to obtain
- First Aid certification and CPR considered an asset

HOURS OF WORK

- Winter Hours (Mid October – Mid May): Wednesdays & Saturdays 10:00 a.m. to 6:00 p.m.
- Summer Hours (Mid May- Mid October): Sundays 2 p.m. to 8:00 p.m. & Wednesdays & Saturdays 10:00 a.m. to 6:00 p.m.
- Closed all statutory holidays.
- Attendants must be able to work weekends.
- At their own discretion, the Attendant may agree to open the site for listed contractors outside of regular hours.
- The Attendant is responsible to ensure the landfill opens and closes on schedule, and that a backup attendant is available as needed.