



**Position Title:** Waste Site Attendant  
**Department:** Waste Management  
**Reports To:** Manager of Public Works  
**Status:** Contract (12 Months)

**This job description is:** New Revised X

**Wage: \$23.71 per hour**

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### **Job Summary:**

Reporting to the Manager of Public Works, this position is responsible for operating the waste site at the Jack Lake Transfer Station, including assisting residents by directing them to the appropriate bins for recycling and waste, processing payments, writing receipts, and completing general clean up duties around the site. Additionally, this individual may be required to work at other Township Transfer Stations (Oak Lake, West Kosh and 6<sup>th</sup> Line) when primary attendants are absent.

### **Duties and Key Responsibilities:**

Open and close the transfer station(s) in accordance with operating hours.

Maintain the transfer stations in an orderly and visually acceptable condition in compliance with Environmental Compliance Approval (Certificate of Approval) for the site as well as the requirements of the Ministry of Environment and other Provincial and Municipal Acts.

Supervise and assist residents in their use of the waste site, directing them to the appropriate bins for recycling and waste.

Provide information and respond to residents' inquiries regarding the transfer station(s) directing complaints to the Manager of Public Works.

Visual inspection of waste entering the transfer station, screen for prohibited waste and record refused loads.

Collect fees as per the tipping fee schedule set out by the municipal by-law as well as process cash payments and write receipts.

Record daily activity reports including quantity and type of waste entering the transfer station as well as traffic counts.

Sorting of garbage and recyclables encouraging recycling and diversion.



Completing general clean up duties around the transfer station(s) picking up spilled and wind-blown debris and litter.

Perform winter maintenance shoveling for access to bins and recycling areas.

Inspect, report and maintain fencing and gates.

Attend all relevant training session as required.

Advise the Manager of Public Works of operational issues or problems immediately.

Other duties as assigned by the Manager of Public Works or Public Works Foreman.

### **Supervisory Responsibilities:**

The incumbent has no supervisory responsibilities.

### **Job Specifications:**

Must have minimum Grade 12 high school diploma or equivalency acceptable to the Township. Note in order to progress beyond this position the incumbent must hold proof of graduation from Grade 12.

Previous work experience in a similar field would be an asset.

A valid and clean Ontario Class G Drivers' license is mandatory.

Ability to meet physical demands of the position working in extreme heat and cold.

Hours of operation varies between winter and summer seasons and at different sites. Attached is a list of hours of operation for transfer sites. It is a requirement to work weekends and statutory holidays.

Must attain working knowledge of recyclable materials and hazardous waste.

Experience with operating heavy equipment would be considered an asset

### **Key Performance Competencies:**

Must attain a strong work ethic, be punctual and self-motivated.

Demonstrated ability to work effectively with fellow co-workers and maintain constructive working relationships.

Ability to work safely on own and to complete assigned tasks with minimal supervision.



Demonstrated interpersonal, public relations and communication skills, ensuring polite and tactful relations with residents.

Must always represent the Township in a positive and respectful manner.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act, etc.*

### **Working Conditions:**

Exposure to extreme weather conditions; heat, cold, rain, wind, etc. Shelter is provided on site for personal comfort during lull periods.

Work is subject to peak periods, shifting priorities and deadlines.

Normal stress and strain associated with physical labour.

Work duties require you to work around garbage which may attract bees and wasps.

When dealing with the public there may be times where one could be exposed to an upset individual. In such cases, where the individual becomes irate, the make, model and color of the vehicle and description of the individual should be recorded and then reported to the Manager of Public Works or designate.

### **Contacts:**

#### *Internal:*

- Manager of Public Works and other waste site/ public works municipal staff for the exchange of information and to coordinate work as required.
- Administrative office employees to exchange information.

#### *External:*

- General public to convey or exchange information.