

Township of Southgate

Job Description

Date of Update: August 31, 2015	Waste Attendant
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Landfill Attendant	Supervisor's Job Title: Public Works Manager
Standard hours of work per week: Part-time – 10 - 15 hours	Eligibility to Group Insurance: No Eligibility to OMERS: Yes (non full-time)
Location of Position Dundalk or Egremont Transfer Stations	Department/Division Environmental Services
Employment Status: Permanent Part Time Hourly	Pay Band: 14

2) Scope of Position (A maximum of three sentences.)

<p>The Waste Attendant is responsible for a safe and orderly Waste Site in compliance with Council procedures and Provincial Legislation.</p> <p>This position provides customer service at our waste sites and assists with the operation of the waste sites.</p>
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Key Responsibilities	Tasks	Percent of Time
Program Delivery	<p>Assess and appropriately charge fees for the disposal of solid waste. Collection of fee on-site & issuing of receipts as required.</p> <p>Co-ordinates site burial and cover requirements with the Public Works Manager or Public Works Foreman.</p> <p>Manage the storage and disposal of clean wood, dirty wood, tires, steel, bale wrap, HHW, shingles, appliances, and residual waste materials.</p> <p>Coordinate the removal of recyclable materials by other township staff.</p> <p>Promotes the separation of solid waste materials to encourage reuse, reduction and recycling of materials.</p> <p>Performs works in other departments as required (cutting grass, flower watering, general labour, etc.)</p>	
Material, Financial & Information Resources	<p>Follows health and safety practices in accordance with established procedures.</p> <p>Maintain records in accordance with Township and MOE requirements.</p>	
Miscellaneous	<p>Maintain financial resources in a proper and well-documented manner.</p> <p>Performs all other duties as assigned by Supervisor. Represents the Municipality when performing day-to-day duties (i.e. contact with public).</p>	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	High School Diploma
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
<input type="checkbox"/> License or Professional Designation	
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input type="checkbox"/> Yes x No</p> <p>Discuss:</p>	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Formal training required – none.	

3) Work Experience

Experience	Minimum Years Required
Experience in the municipality.	None required.
Experience in a related field.	None required.

4) Other Key Skills:

Good communication skills. Good organizational skills. Good interpersonal skills. General knowledge of the waste industry. Physical activity to perform light labour. Knowledge of Ministry of Environment legislation	
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Occasionally		
Co-workers (other depts.)	Occasionally		
Supervisor (your dept.)	Frequently		
Supervisor (other dept.)	Seldom		
Dept. Head (your dept.)	Occasionally		
Dept. Head (other depts.)	Seldom		
Staff (other municipalities)	N/A		
Administrator	Seldom		
External Contacts	Frequency	Purpose	Method
Ratepayers	Frequently		
Children/Students	Seldom		
Seniors	Seldom		
Suppliers	N/A		
General Public	Frequently		
Business Representatives	N/A		
Consultants, Engineers, Planners, etc.	N/A		
Auditors	N/A		
Solicitors	N/A		
Funding Organizations	N/A		
Government Officials	N/A		
Boards	N/A		
Council (your own)	Seldom		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers group	N/A		
Other: Specify Below	N/A		
Other:	Regular interaction required with Waste Contractors		
<p>Interpersonal skills: Ability to express themselves clearly and concisely orally one on one. Ability to use diplomacy and tact in dealing with the general public. Ability to present information in a competent manner.</p>			

6) Decision Making

The Landfill attendant works largely autonomously. The Landfill Attendant will be called upon to make decisions on his/her own. Judgement will be required during all landfill related activities.

7) Problem Solving Responsibilities

Infrequently dealing with difficult people.

8) Equipment & Technology Utilized

Loader and lawn mower, as required.

Section C: Responsibility

1) Program Delivery

Provide a safe and orderly Landfill site in compliance with Council procedures and Provincial Legislation.

2) Impact and Accountabilities

Accountable to Public Works Manager.
Proper collection of disposal fees and completion of paperwork.
Proper operation of Transfer Stations.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Total	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain records in accordance with Township and MOE requirements.

5) Financial Resources

Maintain financial resources in a proper and well-documented manner.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		X			
Standing					X
Noise Exposure			X		
Adverse Temperature					X
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust			X		
Odors				X	
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Handling garbage – never knowing what is in garbage; i.e. chemicals, hazardous materials, medical wastes such as needles, etc.

Health and Safety Responsibilities

Must be aware of safe operating procedures for all equipment and work sites, and wear safety equipment on the job site.

3) Travel

N/A

4) Driving

Valid licenses to work as general labourer, as required.

5) Mental Environment

Dealing with public and charging fees for waste.

Section E: Effort

1) Mental Effort

Mental strain resulting from the work is relatively low.

2) Physical Effort

The Landfill Attendant workload is usually quite light. Hours worked can vary. The Landfill Attendant will occasionally have to respond to call out situations. The physical working environment can present some physical hazards. There is a slight risk of injury without proper controls.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____