

# Township of Southgate

## Job Description

Date of Update: <b>February 1, 2013</b>	<b>ES Operator Labourer (Waste) - CONTRACT</b>
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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.	
<b>Job Title:</b> ES Operator Labourer (Waste)	<b>Supervisor's Job Title:</b> Team Leader WRDM
<b>Standard hours of work per week:</b> 40 hours per week	<b>Eligibility to Group Insurance:</b> No <b>Eligibility to OMERS:</b> Yes (NFT)
<b>Location of Position:</b> Egremont Waste Depot	<b>Department/Division:</b> Environmental Services
<b>Employment Status:</b> Contract Hourly	<b>Pay Band:</b> 12

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

<p>The Waste Collection Operator/Labourer works under the daily supervision of the Team Leader WRDM and carries out a variety of works operations necessary for safely collecting and properly managing solid waste.</p>
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Key Responsibilities	Tasks	Percent of Time
Operations	Responsible for safe operation and proper maintenance and care of the automated solid waste collection truck, the waste collection roll-off truck and associated carts or bins, as directed.	
Records and Inspection	Operator is directly responsible for inspection of waste materials and recording systems associated with the collection and proper management of waste.	
Public	Provides notice to the public as directed when improper use of the collection system or management of waste materials occurs.	
Other	Performs all other duties as assigned by Supervisor.  Represents the Municipality when performing day-to-day duties (i.e. contact with public).	

## Section B: Skills

### 1) Formal Education and External Training

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

**2) Required On-The-Job Training**

<b>Specific Internal Training</b>	<b>Months to Complete</b>
WHMIS Norcat	Annually Annually

**3) Work Experience**

<b>Experience</b>	<b>Minimum Years Required</b>
<ul style="list-style-type: none"><li>- Operating equipment.</li><li>- Driving experience.</li></ul>	

**4) Other Key Skills:**

<ul style="list-style-type: none"><li>- Safety training.</li><li>- Communication skills – dealing with the public.</li><li>- Team player.</li></ul>	
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### 5) Key Relationships (Contacts)

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.)	Occasionally		
Co-workers (other depts.)	Seldom		
Supervisor (your dept.)	Frequently		
Supervisor (other dept.)	Seldom		
Dept. Head (your dept.)	Seldom		
Dept. Head (other depts.)	Seldom		
Staff (other municipalities)	N/A		
Administrator	N/A		
Ratepayers	N/A		
Children/Students	N/A		
Seniors	N/A		
Suppliers	N/A		
<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
General Public	N/A		
Business Representatives	N/A		
Consultants, Engineers, Planners	N/A		
Auditors	N/A		
Solicitors	N/A		
Funding Organizations	N/A		
Government Officials	N/A		
Boards	N/A		
Council (your own)	N/A		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers group	N/A		
Other: Specify Below			
<b>Interpersonal skills:</b> Working cooperatively; responding to basic needs or requests; identifying needs; extending common courtesy; and basic communication.			

### 6) Decision Making

- Make on-site decisions when working with equipment in the field (i.e equipment or site maintenance).
- Must use good health and safety practices at all times. and transfer stations.
- Carry out operations within the waste facilities as laid out by Council and Public Works Manager.

### 7) Problem Solving Responsibilities

- As required related to operating roll off truck.
- As required related to operating curbside collection truck.

## 8) Equipment & Technology Utilized

- Waste trucks.
- Computer skills.
- Mechanical skills.
- Loader.

## Section C: Responsibility

### 1) Program Delivery

- Operation of roll off truck and maintenance. Other duties as required.
- Operation of curbside collection truck and maintenance.

### 2) Impact and Accountabilities

- Accountable to Lead Hand Waste.

### 3) Supervision

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

### 4) Material and Information Resources

- Ensure regulations are met for Ministry of Environment.

### 5) Financial Resources

- Collect cash or take payments.

## 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.
- Tarping bins; ice rain, snow – whatever is in bins such as sharp objects, 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.
- Must have training in equipment operation and material handling.

### 3) Travel

Within Township to perform job duties of waste collection

### 4) Driving

- Must have valid DZ licence.

## **5) Mental Environment**

- Considerable portion of work time is spent driving, working outdoors, and in garage environment.
- Driving contributes to monotony.

## **Section E: Effort**

### **1) Mental Effort**

- Operating equipment in a safe manner.
- Responding to general driving issues.

### **2) Physical Effort**

- Operating equipment.
- Cable hook-up.
- Occasionally servicing/repairing equipment.
- Tarping bins.
- Garbage clean up.
- Some lifting, moving carts, cleaning up around containers – large items.

## **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:** \_\_\_\_\_