

TOWNSHIP OF NORTH HURON

POSITION PROFILE

Position Title **Landfill Attendant**

Department **Public Works Department**

Report to Title **Public Works Lead Hand(s)**

Updated July 2022

Pay Range: **Band 4**

Position status: **Permanent - Part time employee**

Pay method: **Hourly**

Normal workweek: **Less than 37.5 hours per week**

Location: **Wingham Landfill Site**

A – POSITION DESCRIPTION

1. Scope of Position:

The Landfill Attendant is responsible for a safe and orderly landfill site and provides general services at the Landfill Sites.

The responsibilities of this position are performed in accordance with departmental policies and procedures.

2. Key Responsibilities

- (a) Assess and appropriately charge fees for the disposal of paid waste. Collection of fees on site is required.
- (b) Promote the separation of solid waste materials to encourage reuse, reduction and recycling of materials.
- (c) Co-ordinate site burial and cover requirements with industrial users and contractors.
- (d) Co-ordinate the removal of recyclable materials by contractors.
- (e) Manage the storage and disposal of clean wood materials.
- (f) Manage the storage and use of fill material on site.
- (g) Maintain records in accordance with Municipal and Ministry of Environment (MOE) requirements.

- (h) Maintain financial resources in a proper and well documented manner.
 - (i) Work co-operatively with team members and staff in other departments to ensure necessary workflow and coverage.
 - (j) Provide support and back up to staff in other departments as required.
 - (k) Remain current on and adhere to corporate and departmental policies and procedures.
 - (l) Ensure that work is performed in a safe manner according to health and safety guidelines and procedures.
 - (m) Other duties as assigned by the Public Works Lead Hand(s) or designate.
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3. Key Relationships

Internal

Public Works Lead Hand(s): frequent interaction regarding assigned duties.

Other Public Works Operators: as needed regarding shared assigned duties at the Landfill.

External

Public: daily.

4. Decision Making Authority and Judgement Used

The Landfill Attendant consults the Public Works Lead Hand(s) concerning most aspects of assigned duties.

The Landfill Attendant is encouraged to make recommendations to their supervisor for improving the efficiency and effectiveness of their duties.

This position would not normally be involved in the development of policy or procedures.

Judgement is required:

- to prioritize the projects and tasks in process at any time.
- assessing the severity of equipment problems and appropriate action.
- to deal with members of the public.
- to deal with emergency situations.

5. Problem Solving Responsibility

Most of the duties performed by the Landfill Attendant are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – Position Specifications

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

1. Formal Education and Training

Minimum Degree required: Secondary School Diploma or equivalent.

2. Work Experience

Two years' experience in a related field preferred.

3 Other Key Skills

- General knowledge of the services provided.
 - Ability to work with little or no supervision.
 - Ability to follow safety procedures set by Municipality.
 - Good interpersonal skills.
 - Professional manner in dealing with the public.
 - Well organized.
 - Working knowledge of municipal Landfill site policies and procedures and general knowledge of the waste industry.
 - Ability to work effectively with team members.
 - Ability to promote shared responsibilities amongst all team members.
 - Ability to respect authority, formal and informal.
 - Physical ability to perform moderate and heavy physical labour.
 - Valid driver's licence and clean driver's abstract.
 - First Aid/CPR, WHMIS training.
 - Knowledge of roles and responsibilities under the Occupational Health & Safety Act.
 - Valid DZ Driver's License.
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C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

This is a support position so the impact on the organization is indirect.

If the Landfill Attendant is not able to keep up with the workload the Landfill services for the Township are affected.

This position ensures equipment is operating effectively.

This position has no budget responsibility.

2. Supervisory Responsibility

No supervisory responsibilities.

D – WORKING CONDITIONS

1. Physical Effort and Environment

Work is typically performed in an environment with some exposure to disagreeable conditions with limited exposure to hazards.

Hours of work can vary with weekend hours required.

Moderate physical effort is required.

May be exposed to physical hazards.

There is a slight risk of injury without proper controls.

2. Mental Effort

The mental strain resulting from the work is relatively low. Operates within established policies and procedures.
