

TOWNSHIP OF McNAB/BRAESIDE

TOWNSHIP OF McNAB/BRAESIDE Job Description	<i>Job Title:</i> <u>Waste Site Attendant</u>	<i>Page #</i> <u>1</u>									
<i>Location:</i> <u>573 Calabogie Road</u> <i>Department:</i> <u>Waste Management</u>	<i>Reports To:</i> <u>Director of Public Works</u>	<i>Revision date:</i> <u>June 2022</u> <i>Salary grid:</i> _____									
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Approvals</td> <td style="width: 10%; text-align: center;">{ }</td> <td style="width: 60%;">Department Head _____</td> </tr> <tr> <td></td> <td style="text-align: center;">{ }</td> <td>Supervisor _____</td> </tr> <tr> <td></td> <td style="text-align: center;">{ }</td> <td>Employee{s} _____</td> </tr> </table>			Approvals	{ }	Department Head _____		{ }	Supervisor _____		{ }	Employee{s} _____
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	{ }	Supervisor _____									
	{ }	Employee{s} _____									

Position Summary:

Under the direction of the Director of Public Works or designate:

1. maintains the waste disposal site in an orderly and visually acceptable condition in compliance with Environmental Compliance Approval for the site .
2. supervises and assists residents and ratepayers in their use of the waste site.
3. collects fees as per the tipping fee schedule and submits daily activity reports.
4. promotes and educates the public on the Township Recycling Programs.

Qualifications:

- \$ Post-Secondary education (O.S.S.D grade 12 or equivalent). Waste management related courses or previous experience considered an asset.
- \$ Must be punctual, motivated, self-starter and able to work without supervision.
- \$ Good interpersonal skills to deal politely and effectively with the general public.
- \$ Ability to meet physical demands of the position, and have an excellent safety record.
- \$ Drivers= license is mandatory.

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.
2. Performs the responsibilities of the position consistent with the Waste Disposal Site Operational policies of the Township of McNab/Braeside.
3. Scale Operation:
 - Control of traffic entering and exiting the disposal site;
 - Maintain daily records of quantity and type of waste entering the disposal site;
 - Collect tipping fees and complete receipt forms;
 - Visual inspection of waste, screen for prohibited wastes and record refused loads;
 - Direct site users to appropriate disposal or storage location;
 - Maintain the recycling storage areas and waste oil depot;
 - Pick-up of spilled and wind-blown debris and litter; and
 - Winter maintenance of scales and access to recycling area.

Program/Service

1. In accordance with municipal requirements and policies, manages the enforcement of the guidelines for use of the municipal waste site by the ratepayers of the municipality.
2. Opens and Closes the waste site in accordance to work schedule.
3. Inspect and maintain fencing and gates.
4. Ensures that the site is free of hazards (e.g. loose debris, tripping hazards, fire, etc.) and maintained in an orderly and visually acceptable condition, by:
 - inspecting the site prior to opening to the public.
 - ensuring that all waste materials are properly sorted and deposited.
 - ensuring that all waste materials improperly deposited or scattered on the site are collected and deposited in the correct locations and other house keeping duties as required.
 - ensures that recycling bins are free of garbage and non-recycle items.
5. Scale Operation:
 - Control of traffic entering and exiting the disposal site;
 - Maintain daily records of quantity and type of waste entering the disposal site;
 - Collect tipping fees and complete receipt forms;
 - Visual inspection of waste, screen for prohibited wastes and record refused loads;
 - Direct site users to appropriate disposal or storage location;
 - Maintain the recycling storage areas and waste oil depot;
 - Pick-up of spilled and wind-blown debris and litter; and
 - Winter maintenance of scales and access to recycling area.
 - Clean and maintain the scale house building.

7. Prohibits scavenging attempts, and ensures adherence to Safety Regulations and report any accidents or unsafe conditions immediately to the Director of Public Works or designate.
8. Performs any other related duties as assigned by Director of Public Works or designate.

Human Resources

- \$ Directs and supervises all waste site related activities during open hours.
- \$ Not responsible for supervising or directing the work of other employees.

Financial Resources

- \$ Is responsible for the collection of tipping fees as set out by municipal by-law.

Skill and Effort

1. Knowledge of the requirements of the Ministry of Environment as they relate to the waste site.
2. Knowledge of the requirements of the municipality as they relate to the waste site.
3. Communication skills
 - interpersonal skills in order to be able to deal pleasantly, yet with authority, with ratepayers.
 - to provide assistance and direction to eligible waste site users.
 - to provide information and respond to complaints and inquiries regarding standards and procedures at the waste site.
 - encourages recycling and diversion within the township landfill site.

Physical Skill and Effort

- \$ Requires excellent physical condition with the ability to handle waste and recycling materials safely.

Decision making and judgement

- Expected to use initiative and judgement to work without direct supervision once the task has been assigned by the Director of Public Works or designate.
- Advises the Director of Public Works or designate of operational issues or problems immediately.
- Ensure that work activity is carried out according to the Certificate of Approval.

WORKING CONDITIONS

Environment

- Exposure to physical hazards and inclement weather when the waste site is open. Shelter is provided on site for personal comfort during lull periods.
- When dealing with the general public the employee may be exposed to abusive language and threatening behaviour. In such cases, the make, model and color of the vehicle will be recorded as well as an attempt at identifying the individual and reporting to the Director of Public Works or designate.

Control of Work Schedule

1. Required to work hours as set out by Director of Public Works or designate. Additional hours of work may be required.
2. Attends all relevant Training sessions as required.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.