

Landfill Attendant

Municipality of Brockton

Task List



Summary: Responsible for effective management of the Landfill operations during normal operating days and to provide a variety of maintenance, grounds keeping and routine inspection services for the safety and convenience of the public.

Location: Brockton

Department: Operations

Remote Work: Not eligible

Supervises: N/A

Class: Part-time, 16-24 hours per week

Reports To: Landfill Site Lead Attendant

Last Updated: April 2011

Tasks:

Landfill Operations

1. Assist public with the sorting and disposal of refuse and recyclable material at the landfill sites.
2. Assists with the routine maintenance and cleaning of the Landfill site.
3. Collect appropriate revenue for tipping fees, provides receipts and prepare for deposits at the Brockton Municipal office.
4. Ensure that the Landfill Site is covered, as per MOE standards, when required.
5. Ensure the Clear Bag program is adhered too.
6. Knowledge of Annual Report-Landfill Development Operation and Monitoring as prepared by the Municipal Engineers.
7. Knowledge of the Certificate of Approval for the Landfill site and ensure that the document is adhered too.
8. Maintain proper and correct records as required.
9. Must promote Recycling at the Landfill sites.
10. Performs work in a safe manner, in accordance with the municipality's corporate policies and procedures.
11. Responsible for Health and Safety practices.

Public Relations

12. Responds to public concerns, complaints, questions, suggestions and inquiries.

Other

13. Complies with Municipality of Brockton policies and procedures.
14. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Ontario Secondary School Diploma or equivalent required.
2. Possess or willingness to obtain and maintain professional development courses, workshops, certificates or designations is an asset.
3. Minimum of 1-3 years related experience in waste management facility operations and maintenance, related equipment and operations.
4. Ability to work with limited supervision.
5. Excellent Communication (written, oral and interpersonal) skills.
6. Superior Customer Service skills.
7. Ability to deal effectively and courteously in all aspects of the position, including diplomacy, tact, discretion and good judgement.
8. Knowledge of legislation and best practices as it relates to the operation of a waste management facility operations.
9. Working knowledge of the Occupational Health and Safety Act and its regulations.

10. Knowledge of W.H.M.I.S.
11. Possess a valid First Aid/CPR/AED Certificate.
12. Possess a valid Class "G" Driver's License in good standing.

Physical Effort and Working Conditions

1. Some lifting of up to 50 lbs
2. Outdoor Field Work
3. Field work can be done in unfavourable weather – heat, cold, dusty, rainy, snowy weather