



RED ROCK
A Superior Treasure

Red Rock Municipal Office
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
(807) 886-2245

EMPLOYMENT OPPORTUNITY

Position: Landfill Attendant (Permanent Part-Time)

Location: Township of Red Rock

Wage: \$20/hour

Position Summary

Permanent Part-Time Landfill Attendant for the Township of Red Rock Landfill site. This role consists of providing professional and respectful customer service and direction to individuals dropping off garbage and recycling, monitoring compliance with landfill requirements, maintaining a safe and orderly site and verifying and punching prepaid landfill cards in accordance with Township procedures.

Key Responsibilities:

- Exercise good public relations at all times providing courteous, professional and respectful service to all landfill users
- Treat all members of the public fairly and without discrimination, including residents, visitors and members of neighbouring communities
- Communicate respectfully and professionally, including when addressing complaints, disagreements or non-compliance with landfill rules
- Refer complaints, disputes or confrontational situations to the Public Works Manager when necessary
- Open and close the access gates at the landfill site in accordance with the Hours of Operation, ensuring that all gates are properly secured outside of the Hours of Operation
- Conduct routine inspections of the perimeter fences to identify any occurrence of unauthorized entry, damage or other problems
- Report unauthorized dumping at the entrance gate or elsewhere on the landfill site to the Public Works Manager and assist with removal when directed and when safe to do so
- Direct traffic flow at the landfill site having regard to public safety and in accordance with direction of the public works manager
- Refuse dumping of any non-compliant materials in accordance with established landfill procedures
- Maintain electronic logs
- Prevent the scavenging of waste, recyclable or product stewardship materials by facility users
- Maintain landfill attendant building on site in a clean condition which may include, collection and disposal of fugitive waste material and litter that escapes during the operation of the facilities, and winter maintenance such as shoveling snow, sweeping in and around the building
- Verify and punch prepaid landfill cards in accordance with established Township procedures and refer any issues to the Public Works Manager or Township Office

- Perform general site preparation, inspections and maintenance duties as directed by the Public Works Manager
- Other duties as assigned by the Public Works Manager or senior staff

Hours & Conditions of Work

- Exposure to physical hazards and inclement weather conditions – snow, blizzards, whiteouts, ice storms, fog, machine heat, unpredictable traffic, wildlife etc.
- Limited exposure to certain periods of strenuous work such as shovelling, etc.
- The position consists of approximately 14 hours per week, normally scheduled Thursday from 8:00 a.m. to 4:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. Hours may be adjusted based on operational requirements at the discretion of the Township of Red Rock
- The landfill's public operating hours may differ from the employee's scheduled working hours.
- The position requires working independently and interacting regularly with members of the public

A full job description is available on the Township's website at www.redrocktownship.com

Application Deadline: Thursday, October 22 at 4:00 p.m.

Please submit your application, including a cover letter and resume, to:

Wayne Clyne, Manager of Public Works & Facilities

42 Salls Street, Box 447

Red Rock, ON P0T 2P0

publicworks@redrocktownship.com

Personal information is collected, maintained, and secured in accordance with the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*.