



RED ROCK

A Superior Treasure

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

POSITION:

Landfill Attendant (Permanent Part-Time)

REPORTING RELATIONSHIP:

Reports to the Public Works Manager

PURPOSE OF POSITION:

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.

SCOPE OF POSITION:

Work in accordance with policies and procedures established by the Township Council, the Public Works Manager and applicable requirements of the Ministry of the Environment for the establishment, operation, alteration or enlargement of a landfilling site.

DUTIES:

The responsibilities of this role include, but are not limited to:

- 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 the senior staff

WORKING CONDITIONS

- 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

KNOWLEDGE AND SKILL

- 1 – 2 years of General Laborer experience
- Competent at completing necessary documentation on a daily basis
- Good understanding of the regional Occupational Health and Safety requirements
- Strong work ethic and willingness to persevere through difficult weather conditions and challenging work site environments.
- Valid Ontario Class G driver's licence

CONTROL:

Operates in accordance with Township policies and procedures under the supervision from the Public Works Manager.