



JOB DESCRIPTION

TITLE: Part-time Landfill Attendant

REPORTS TO: Public Works Superintendent (PWS) and functional supervision by Lead Hand

LOCATION: Landfill Site

SUMMARY: Reporting to the PWS, the Landfill Attendant is a part-time employee responsible for various activities at the Landfill Site. The PT Landfill Attendant utilizes tools, and equipment in the delivery of maintenance activities at the Landfill Site.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Utilizes tools and equipment such as power tools, chainsaw and heavy equipment as required.
2. Assists with compaction and cover-up activities.
3. Ensures the Landfill Site is properly maintained, secure and kept safe.
4. Oversees burning brush piles and cuts firewood.
5. Organizes electrical recycling bin and recycle piles.
6. Collects and disposes of hazards and/or unsafe debris such as nails, sharp objects, etc.
7. Ensure site is secure from trespass.
8. Coordinates landfill tickets and dumping activities.
9. Basic administrative record keeping and collection of tipping fees.
10. Checks equipment for fuel, oil, water, coolants, lubricants and keep logs and report irregularities.
11. Conducts circle checks of equipment and logs accordingly as required.

Part-time Landfill Attendant Job Description approved April 28, 2021

12. Maintains tools in good and safe operating condition and report defects to the PWS as appropriate.
13. Keeps work areas and public areas clean and safe at all times.
14. Performs general maintenance as required.
15. Opens, closes, and secures Landfill Site.
16. Responds to patron inquiries.
17. Works with consultants or contractors engaged in landfill activities.
18. Complies with all applicable Health and Safety regulations and statutes.
19. Other duties as assigned.

DIRECT REPORTS:

N/A

EDUCATION/EXPERIENCE:

- Minimum Grade 12 education or equivalent
- At least one year of general grounds maintenance experience or six months of landfill attendant experience
- Must possess and maintain WHMIS, chainsaw, etc. or the ability to acquire within a specified time.
- The Township may consider a different combination of education and experience where appropriate.

ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

- Class G License
- Landfill Operator Training Course (Webinar – Pinchin or equivalent) or ability to acquire within a specified time

DESIRABLE:

- Bilingual in both French and English
- Heavy Equipment Operator Training

EFFORT:

- Responds to complaints as directed by PWS.
- Handles and balances multiple shifting priorities.
- Requires significant attention to detail (hazards, equipment, tools and vehicle safety).

WORKING CONDITIONS:

Works three days per week in spring/summer/fall and two days per week in the winter. The position may be expected to respond to emergency situations.

Exposure to extreme weather conditions, maintenance activities, dust, debris, loud heavy equipment, fumes and foul odours, remote location.