

MUNICIPALITY OF CALVIN

LANDFILL ATTENDANT

POSITION DESCRIPTION

REPORTING TO:

Landfill Supervisor.

GENERAL PURPOSE OF POSITION:

To ensure a safe, clean and organized area for the disposal of waste materials; receive the public; provide customer assistance, cashiering, property management, security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Labourer/Facility Custodian may be required to fill the responsibilities of this position when the landfill attendant is unavailable for duty.

Responsible for keys to landfill and all documents and records pertaining to his or her work at the landfill.

Attend site on hours designated by Council that the site be open. Open and close site. Must provide own vehicle for transportation.

Greet landfill customers; direct to appropriate location; answer questions concerning fees, dumping, recycling, and other related matters; refer customers to supervisor as necessary.

Ensure all structures and grounds are kept to an acceptable and safe standard.

Advise supervisor on conditions and suggestions regarding care and maintenance of the landfill site.

Advise supervisor in regards to safety of employees and residents at the landfill site.

Collect all fees designated by Council to be turned in to Township office on a weekly basis.

Maintain time sheets and other personnel or payroll records for landfill.

Meet and deal with the public; communicate effectively verbally and in writing.

Handle stressful situations.

Educate and encourage ratepayers on recycling.

Any other duties assigned by supervisor.

Work is subject to physical hazards and is carried out in all types of weather conditions.

Must occasionally lift and/or move up to 40 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date