

MUNICIPALITY OF CALVIN

LANDFILL ATTENDANT

POSITION DESCRIPTION

REPORTING TO:

Landfill Manager

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, hand writing receipts, property management, and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LANDFILL:

1. Responsible for keys to landfill and all documents and records pertaining to his or her work at the landfill.
2. Supervise, train and provide leadership to landfill staff, operators and other personnel directly or through subordinate supervisors.
3. Determine work procedures, prepare work schedules, and expedite workflow. Coordinate daily operations, staff, time sheets and sub-contractors.
4. Issue written and oral instructions.
5. Attend site on hours designated by Council that the site be open. Open and close site. Must provide own vehicle for transportation.
6. Greet landfill customers; direct to appropriate location; answer questions concerning fees, dumping, recycling, and other related matters; refer customers to supervisor as necessary
7. Ensure all structures and grounds are kept to an acceptable and safe standard.
8. Advise supervisor on conditions and suggestions regarding care and maintenance of the landfill site.
9. Advise supervisor in regards to safety of employees and residents at the landfill site.
10. Assure that all work is accomplished in accordance with sound safety procedures.
11. Collect all fees designated by Council to be turned in to Municipal office on a weekly basis.
12. Investigate and enforce unacceptable or illegal waste dumping.
13. Recommend rules, regulations policies and procedures for landfill operations to supervisor.
14. Meet and deal with the public; communicate effectively verbally and in writing, educate and answer questions regarding landfill operations.
15. Handle stressful situations.
16. Educate and encourage ratepayers on recycling.
17. Assure an adequate supply of equipment, supplies and materials necessary for ongoing landfill operations and notify supervisor of repair, malfunctions etc. of site equipment and grounds.
18. Any other duties assigned by supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

RECYCLING

1. Coordinate daily operations, staffing and outside contractors.
2. Coordinate recycling programs and services of the Municipality.
3. Assist in development of programs to promote and educate the public about recycling and other related resource conservation issues; prepare brochures, flyers, reports, articles, exhibits and other educational and promotional items.
4. Coordinate special recycling activities, such as seasonal cleanups.

Work is subject to physical hazards and is carried out in all types of weather conditions. Must be able to perform physical work in all weather conditions and 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. Must comply with all policies and procedures of the Municipality (e.g. Health & Safety Policy).

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