

MUNICIPALITY OF WEST PERTH JOB DESCRIPTION

POSITION TITLE:	Landfill Attendant	
Department:	Public Works	
Reports to (Title)	Manager of Environmental Services	
Job Description last updated on (Date):	September, 2024	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Permanent Full-Time
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	35
Overtime Status (paid/unpaid/rate/after x# hours)	After 44 hours in one week
Benefits:	OMERS? YES Group Benefits? YES

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
1.	Scope of position (3-4 sentences maximum)
<p>Operations for solid waste disposal in an effective, efficient, safe and environmentally responsible manner. Operate landfill to standards set in Operations Manual and Certificate of Approval. Operate weigh scale to determine appropriate tipping charges, and complete invoices and collect cash payments. Provide direction to drivers and the general public on where to place waste materials.</p>	

2.	Key Responsibilities
<ul style="list-style-type: none"> a. Assist in day-to-day operations for landfill services in an effective, safe and environmentally responsible manner. b. Operate landfill to standards set out in Operations Manual and Environmental Compliance Approval. c. Inspect in coming waste to ensure compliance with Operations Manual and to assess appropriate tipping fees. d. Operate weigh scales to determine appropriate tipping charges, and complete invoices and collect cash payments and make deposit. e. Provide direction to drivers and the public where to place materials. f. Provide landfill maintenance including picking up litter, relocating misplaced items and maintain landfill office facilities. g. Maintain a safe and healthy work environment by complying with Municipality's Health & Safety policies and procedures. h. Perform other duties as assigned by the Manager of Environmental Services. 	

SECTION A: SKILLS

1.	Knowledge -	
a)	Education – minimum education required (eg: High School, College Diploma, University Degree, Certificate, etc)	
	High School	
b)	Formal Training (designation (s) or certification (s)) required:	
	Must be capable of obtaining relevant training in Landfill Operations Transportation of Dangerous Goods Certificate HAZWOPER/First Aid	
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job. Circle one of the following:	
	1 year work experience preferred.	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands,	
	Clean Driver's abstract. DZ license preferred.	Excellent Interpersonal skills
	Good Written and oral communication skills	Good Time Management skills
	Mathematical Ability to calculate weights and costs.	Physical Ability to perform labour and lifting in excess of 50 lbs.
	Knowledge of Health and Safety Regulations	Knowledge of MOE solid waste regulations
	Manual motor skills to operate heavy equipment.	Familiarity with Public Works waste management standards and levels of service
	WHMIS	Perform maintenance and repairs on landfill equipment
	Hazardous goods handling	

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
<p>The Landfill Attendant normally operates independently. The Landfill Attendant will be often called upon to make decisions on his/her own. Judgement will be <i>required</i>.</p>	

3.	Communication – written, verbal and interpersonal <ol style="list-style-type: none"> 1. Ability to express themselves clearly and concisely orally one on one. 2. Ability to express themselves clearly and concisely in writing. 3. Ability to present information in a competent manner. 4. Able to deal fairly and politely with members of the public, contractors, peers, and public works staff
a)	Internal contacts (council, managers, non management staff)
<p>Daily contact with Manager of Environmental Services.</p>	
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
<p>General Public, Contractors and municipal staff.</p>	
<p>Nature of the communication:</p> <p>Oral and Written, and Electronic</p>	

SECTION B: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
Daily contact with the general public. Accountable to ensure the operations of the Landfill standard is adhered to. Maintain logbook as per site ECA.	
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
<ol style="list-style-type: none"> 1. Follows health and safety practices in accordance with established procedures. 2. Ensure Municipal policies and Provincial regulations are followed 3. Willing to obtain training as required 	
3.	Material & information resources – equipment, property, data records and software, confidentiality
<ol style="list-style-type: none"> 1. Assist finance department or environmental services staff to complete necessary weight bills and reports 2. Ensure computer data base and records are secure and up to date. 	
4.	Financial Resources – budgets, treasury, accounting and confidentiality
Not responsible for any Financial Resources	

SECTION C: WORKING CONDITIONS

1.	Physical surroundings and hazards
The physical working environment can be demanding, with many physical hazards. There is a high risk of injury without proper controls. Landfill Attendant will be required to work in adverse weather conditions with moderate exposure to dirt, noise, moisture, fumes and isolation. Occasional heavy lifting will be required	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
The Landfill Attendant workload is fairly regular. Hours are generally set and will not likely vary considerably. Regular Saturday work is Mandatory. Occasional high traffic volumes may occur causing disruptions to service.	

SECTION D: APPROVAL

Employee Approval I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	