



## **MUNICIPAL LANDFILL SITE ATTENDANT**

The Municipal Landfill Site Attendant is responsible to the Council and reports directly to their Immediate Supervisor as indicated on the Organizational Chart. The Landfill Site Attendant is required to be knowledgeable in such areas as the management of solid waste, management of recycling, regulations on landfill operations, dealing with public, etc.

### **Responsibilities and Ethical Expectations:**

- To work under the direction, and report directly to their Immediate Supervisor as indicated on the Organizational Chart and, in the absence of their Immediate Supervisor, report directly to the CAO
- Provide a safe environment for coworkers to express thoughts and concerns
- Treat all community members, including coworkers with respect, dignity and worth
- Respect property of the Municipality and community members
- Maintain confidentiality as required and respect community members' requests and discuss only with those in the immediate work team or supervisors
- Respect the privacy of community members, council members and colleagues by not discussing work situations in public places such as coffee shops, bars, homes, etc.
- Report incidents, accidents and unusual activity immediately
- To hold or obtain Landfill Operator Certificate (LOC)

### **Job Description:**

The operator is responsible for the safe and appropriate operation of the Municipal Landfill Site in Benito in order to properly manage solid waste, household waste and recyclable materials. The attendant works under the direct supervision of the Immediate Supervisor as indicated on the Organizational Chart (or an alternate supervisor given this authority, or the CAO) according to the standards and policies as set by the Municipal Council.

### **Hours:**

Hours of operation for this position is full time according to the current landfill schedule and other duties assigned. Should the attendant be unable to report to work for any reason, a formal request is to be completed and submitted to Immediate Supervisor as indicated on the Organizational Chart (with a copy to the CAO) at least 48 hours in advance of the time off required.

The attendant will be paid semi-monthly on the 15<sup>th</sup> and at the end of each month.

An attendant may be required to work additional hours (under the authority of the Council as communicated by their supervisor or the CAO). Approved overtime will be banked at 1 ½ times the number of hours worked when those hours exceed 8 hours per day or 40 hours per week. Emergency hours may be required and shall be pre-approved by the Council, the Supervisor or the CAO.

## **Duties and Responsibilities:**

- Open the gates on or before the posted time on the schedule & close the gates on or after the posted time on the schedule.
- Monitor placement of waste in the appropriate areas of the landfill site.
- Monitor users to ensure that they are from within the municipality.
- Burn all materials in the 'Burn Pit' daily (as required and depending on the weather). Monitor the fire to ensure that it is safe to burn and the fire is extinguished prior to leaving the site (report any fires set by the public to their Supervisor or the CAO).
- Manual labour as required.
- Conform to Workplace Health & Safety Regulations - use appropriate personal safety protection.
- Contact the Immediate Supervisor as indicated on the Organizational Chart or the CAO for assistance when required.
- Contact the Urban Public Works Staff (or Supervisor if unable to contact Urban Staff) when one of the following is required; a new waste pit / pushing up waste piles / covering waste / grading / snowplowing / firewood / other concerns
- Commitment to ensuring success in delivering services to/for citizens & ratepayers effectively and efficiently, and act in the best interest of the municipality
- Benito Site:
  - Ensure that the Recycling is placed in Recycle Bins.
  - Remove any materials that are not recyclable and place them in the appropriate area of the landfill site

## **Other Duties:**

- Work cooperatively with the public, senior municipal staff, members of council and coworkers.
- Respect the property of the municipality and the public.
- Respect the privacy of coworkers, members of council and the public by not discussing work situations in public places and, when performing day-to-day duties, represent the Municipality in a professional and positive way.
- Where appropriate, and upon proper training, operate various pieces of municipal equipment, as well as perform miscellaneous public works labour as required.
- Accept other duties as may be assigned

The above statements are intended to describe the general nature and level of work being performed by the Landfill Site Attendant. 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.