

Job Description Seasonal Transfer Station Attendant

Position: Seasonal Transfer Station Attendant	
Reports To: Supervisor of Waste/Public Works Coordinator	Date: February 6, 2023
This Position Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

Job Summary:

The Seasonal Transfer Station Attendant monitors and ensures Municipal residents are disposing of garbage, recyclables, and other waste at the transfer site in an efficient and safe manner in conformity with Trent Lakes policies and all applicable Ontario Regulations and the Environmental Protection Act.

Duties and Responsibilities:

- Directs residents to proper areas for waste disposal;
- Safely oversee the use by residents of the disposal systems available at the transfer stations, including monitoring proper sorting and placement procedures of material placed for disposal;
- Explain transfer station procedures to general public; monitoring materials to prohibit disposal of prohibited items;
- Provide daily cleaning and regular maintenance of the transfer station building and keeping transfer station site clean, picking up debris;
- Maintain and organize all compartments, bins and areas used for the collection of material;
- Supporting other staff, in executing assigned tasks;
- Present a professional and respectful image of the Municipality;
- Provide excellent customer service;
- Ensuring safety procedures are followed; using appropriate safety equipment and Personal Protective Equipment (PPE) during transfer station operations;
- Performs other duties as required.

Qualifications:

- Grade 12 or equivalent;
- Must have CSA approved safety footwear;
- Knowledge of Trent Lakes waste disposal regulations;
- Self-motivator and ability to work with minimal supervision;
- Knowledge of hazards and applicable safety rules.

Key Competencies:

- Ability to work in a team environment or independently, with minimum supervision
- Demonstrate strong communication skills
- Ability to multi-task and attention to detail;
- Excellent interpersonal skills;
- Strong Health and Safety awareness;

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Health and Safety:

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: Supervisor of Waste/Public Works Coordinator, Roads Foreperson, Director of Public Works, other team members and office staff.

External: With the hauling contractors and the general public to provide information, ensuring polite and tactful relations.

Working Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Some exposure to physical and health hazards;
- Exposure to severe weather condition, (snow, wet weather, heat, humidity, freezing rain);
- Potential for stress triggered by dealing with the public in ongoing manner e.g. collection of tipping fees, refusal of entry to non-cardholders or non-compliance, public inquiries, etc.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to stand for long periods of time and use their arms and hands and fingers to use PPE to sort materials. There is a moderate degree of physical skills, lifting (up to 30 lbs.), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Loss of revenue to the Municipality;
- Failure to maintain site in good condition creates public safety issue and could impact the Municipality if the Ministry of Environment issues an order;
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality;
- Poor customer service could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date