

# TOWN OF RENFREW

**DEPARTMENT:** DEPARTMENT OF DEVELOPMENT & WORKS

**POSITION:** Landfill Operator/Scale Attendant (REVISED Nov 14, 2018)

**POSITION SUMMARY:**

Under the direct supervision of the Environmental Officer the Landfill Operator/Scale Attendant provides an important role in receiving, directing and processing client transactions at the landfill. The position also completes activities involved in the operation including scale operation and maintenance, reporting, sorting materials, spotting vehicles, maintaining depot and bins, performing daily inspections and reporting, operating Municipal Special Waste Depot.

The position provides support for various operational projects as directed by the Environmental Officer or the Director of Development and Works.

**SCOPE:**

Failure of job functions may lead to potential financial loss and a loss of MECP and client confidence in the operation of the landfill and may reflect poorly on the Environmental Officer, Director of Development and Works and Council.

**KEY RESPONSIBILITIES/DUTIES:**

*The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.*

- Welcome clients and process scale certificates and invoices in a courteous and professional manner.
- Ensure all materials accepted are managed and in conformance with policies, by-laws and certificate of approval for waste management programs.
- Confirm users meet residency requirements
- Operate landfill equipment when required
- Perform daily inspections and complete reports as directed by the Environmental Officer Coordinate in support of compliance and applicable regulations and legislation, the Town's Waste Management program, including the municipal Landfill and associated Certificate of Approval.
- Complete operation activities in support of landfill monitoring, garbage and recycling collection, household hazardous waste, leaf and yard waste, electronic

waste, equipment, diversion activities and, data collection, landfill schedules and depots.

- Consolidate data and reports associated with annual preparation of the Waste Diversion Ontario (WDO) data call.
- Cooperate in eco-friendly programs developed at the landfill
- Report any issues to the Environmental Officer regarding matters that may affect compliance including disposal of materials that are not accepted at the landfill.
- Promote Public Education & Promotion Programs that promote best practices in diversion and programs that save space consumption at the landfill
- Good overall understanding of current environmental issues affecting landfill operation and the certificate of approval for the site.
- Work in accordance with applicable Provincial and Municipal regulations and legislation including the Occupational Health and Safety Act, and work in accordance with the corporate strategy, and all policies and procedures of the Town relevant to the work.
- Performs other related duties consistent with the duties outlined above.

#### **WORK RELATIONS:**

*Internal:* Environmental Officer, Director, Engineering Technician, equipment operator, Town Mechanic, municipal finance department employees employees in the Development and Works Department and other staff of the Town of Renfrew.

*External:* The public, contractors, representatives from other municipalities, Provincial and Federal Ministries and agencies.

#### **WORKING CONDITIONS:**

*Physical Demands* – Landfill Operator/Scale Attendant will have to work the hours the landfill site is open and at times outside of landfill hours to complete special requests or projects. The role may include spending long hours sitting and using office equipment, computers and also hours working outside in all weather conditions related to operations at the landfill site

*Environmental Conditions* –The Landfill Operator/Scale Attendant may find the environment to be busy, noisy and dust. Dealing with difficult customers may be needed on occasion. With the occasional site visit, the role may include being exposed to occasional fumes, loud noises, and to hazardous substances.

*Sensory Demands* – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity at the landfill.

*Mental Demands* – The Landfill Operator/Scale Attendant will have to manage a number of requests and tasks at one time and must be prepared to deal with

stressful situations at any time. The role will include pressure related to working with the Public and managing complaints.

## **MINIMUM REQUIREMENTS:**

### *Experience*

- Minimum two (2) years of experience in a related environment.

### *Education/Certification*

- Graduate of Grade 12
- Valid class 'G' driver's license.
- Ability to obtain a clear Vulnerable Sector Check (Criminal Record Check).
- Possess or working towards obtaining Basic Landfill Operator Trainign SWANA

### *Knowledge*

- Knowledge of applicable computer systems and point of sale systems
- Working familiarity of waste management and landfill operations
- Understanding of environmental issues that may affect a landfill.

### *Skills, Abilities*

- Problem solving and research skills.
- Ability to work with the public and coworkers.
- Interpersonal skills including, integrity, courtesy, tact and discretion.
- Maintain confidentiality, use sound judgement and demonstrate the ability to work independently and in a team environment and maintain a professional demeanour while providing services.
- Maintain standards of conduct, possess cultural and political awareness and sensitivity, demonstrate sound work ethics and be consistent and fair.
- Exceptional communication skills (written and verbal).
- Highly organized with a demonstrated ability to prioritize, set schedules, handle and complete multiple demands and meet agreed upon deadlines.

### *Asset Qualifications*

- Experience with municipal public works or related field.
- SWANA landfill training
- Health and safety knowledge would be an asset.

**REVISED SALARY RANGE:** Salary under review (2018)

**HOURS:** 1830 hours per year – Based on Landfill hours of operation (current schedule is Tues, Wed, Thurs, and Sat 8:00 am – 4:00 pm)