

# TOWN OF RENFREW

**DEPARTMENT:** DEPARTMENT OF DEVELOPMENT & WORKS

**POSITION:** Landfill Operator/Equipment Operator (Revised Nov 14, 2018)

**POSITION SUMMARY:**

Under the direct supervision of the Environmental Officer the Landfill Operator/Equipment Operator provides an important role in working with customers, spotting trucks, directing users, handling, sorting, managing and covering materials received at the landfill using equipment that is provided. The position also completes activities involved in the operation of the landfill including equipment maintenance and cleaning, fueling, grading, sorting, piling, transporting materials, garbage picking, property and building maintenance, ditching, maintaining depot and bins, performing daily inspections and reporting, operating Municipal Special Waste Depot, and covering the scale operator when required, 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 environmental damage, loss of landfill site life, 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 direct users at the active face or division areas
- Perform daily inspections and maintenance on equipment to prepare for daily work
- Operate equipment (landfill compactor, loaders, trucks, bin moving) to perform landfill operations in accordance with best practices or as directed
- Apply tarp and or daily cover as directed
- Maintain landfill site asset in a clean and organized manner

- Provide duties as a backup for scale attendant when required
- Always act 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.
- 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, Scale Attendant , 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 standing while spotting and sitting while operating equipment. Frequent access and egress from equipment. 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. Presence and noise of various birds at the landfill. 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 fumes and concentration of operating equipment which may cause eyestrain and occasional headaches and the constant noise and activity at the landfill from equipment and birds.

*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 (4) years of experience in operation of related equipment

### *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 Train SWANA

### *Knowledge*

- Knowledge of equipment maintenance and proper operation
- Able to operate computer applications and point of sale systems
- Working familiarity of waste management and landfill operations
- Understanding of environmental issues that may affect a landfill.

### *Skills, Abilities*

- Proper equipment maintenance and inspection
- Proper care in operating equipment
- Working equipment on uneven ground
- 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.
- Good 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 Landfill compactors and municipal public works or related field.
- SWANA landfill training
- Health and safety knowledge and training.

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

**HOURS:** 1860 hours per year – Based on Landfill hours of operation (current schedule is Tues, Wed, Thurs, and Sat 8:00 am – 4:00 pm)