

TOWNSHIP OF TAY VALLEY

POSITION DESCRIPTION

POSITION DATA

Position Title: Waste Site Attendant

Reports To: Public Works Superintendent

Revised: April, 2011– Reformatted

Note: This description outlines the key activities necessary to describe the principal functions of the position and should not be construed to be all of the duties and requirements inherent in the position.

POSITION SUMMARY

Operates the waste site to ensure the proper and orderly disposal of waste/refuse, optimal recycling of materials and maintenance of the site.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description accurately reflects the key activities necessary to describe the principal functions of the position.

Supervisor

Date

Chief Administrative Officer

Date

KEY ACTIVITIES

1. Opens, closes and supervises all activities at the waste site during designated hours in accordance with the MOE Certificate of Approval for the site.
2. Conducts inspections of the site to identify any irregularities and to ensure that all on-site equipment is in good working order.
3. Verifies residency requirements, ensuring cards/permits/bag tags are valid; refusing entry to those who are not in compliance.
4. Collects and remits tipping fees according to the fee schedule provided.
5. Ensures only acceptable waste and recyclables are disposed of at the site.
6. Provides instruction, direction and assistance to the public in disposal of waste and recyclables.
7. Manages the flow of traffic on site and reports the need for contracted services (pick-up and transfer, placement of cover, collection of appliances/tires, etc).
8. Collects debris to prevent the blowing of litter around the site and onto adjacent lands and reports all incidents of illegal dumping of waste.
9. Reports fires, spills, safety concerns and other relevant issues to the Public Works Superintendent.
10. Cleans and maintains all work areas in compliance with health and safety standards.
11. Maintains log books, time sheets and other reports in a neat and timely fashion.
12. Responds to emergency situations and performs other related duties as assigned.