



Municipality of Northern Bruce Peninsula

Job Description

Position Title: Landfill Attendant

Department: Public Works

Reports To: Public Works Manager

Status: Permanent Variable-Hours

Location: Reporting location will be the following depending on the work requirements:

- Eastnor Waste Disposal Site – 1252 West Road, Lion's Head
- Lindsay Waste Disposal Site – 627 Ira Lake Road, Miller Lake
- St. Edmunds Waste Disposal Site – 71 McArthur Road, Tobermory
- or other locations, as required.

Summary

The Landfill Attendant is a permanent, variable-hours position within the Public Works Department, reporting to the Public Works Manager. This role supports the daily operation and upkeep of the Municipality's waste disposal sites, including routine inspections, customer service, scale house operation, site maintenance, and compliance with environmental and health and safety regulations.

Key duties include greeting and assisting the public, operating the point-of-sale system, monitoring recycling and disposal activities, maintaining site cleanliness, and preparing reports as required. The role also involves seasonal tasks such as snow removal, groundskeeping, and addressing public inquiries or complaints.

The position requires strong customer service skills, a valid Ontario Class G licence with a clean driving record, basic computer knowledge, and the ability to work outdoors in all weather conditions. Hours of work are 32 hours per week from November to April and 40 hours per week from May to October, with regular weekend shifts.

Key Responsibilities

- Routine site inspections of the Municipal Waste Disposal Sites, including site area, buildings, scale and office
- Responds to general inquiries, agency requests for comment and dealing with complaints
- Knowledge of the Certificate of Approvals/Environmental Compliance Approvals for the Municipal Waste Disposal Sites
- Follows engineering recommendations made in Annual Monitoring Reports
- Performs duties of a Landfill Attendant/scale house operator
- Provides written reports and recommendations regarding the waste management operation and private contractors when requested
- Operation of snow removal equipment, as required (i.e. shoveling scale, maintaining clear access to public areas)
- Carries out daily landfill operations such as maintenance and upkeep of the bin and scale areas
- Operate POS register as required
- Assist customers with proper recycling bins ensuring that rules and regulations are followed satisfactorily
- Identify infractions and issues and advise supervisor immediately
- Greet and welcome customers
- Maintain grounds as required (i.e. garbage pick-up, sorting, etc.)
- Keep office in a clean and organized manner
- Assist in other areas as required
- Attends and participates in staff meetings as required
- Complies with all policies and procedures of the Municipality
- Adheres to the regulations of the Occupational Health and Safety Act of Ontario
- Responsible for the handling of money collected at Waste Disposal Sites
- Performs any other tasks as assigned by management from time to time

Knowledge, Skills, and Abilities

Qualifications

The position specifications outlined below are intended as a guideline only. In some cases, an individual may have sufficient related experience at an appropriate level to offset any lack of formal education; therefore, the educational and related experience requirements should be assessed simultaneously to ensure all qualified candidates are considered.

- Valid Ontario Driver's Class G Licence
- Clean driving record meaning no lost demerit points and is insurable by the Municipal insurance company
- General knowledge of Occupational Health and Safety Act

- Computer knowledge (familiar with Microsoft applications, and knowledge of weigh scale software an asset)
- Knowledge of Interac machines beneficial
- Ability to deal effectively and courteously with the general public, contractors and professionals in the waste management industry
- Grade 12 education
- Attends courses required for the performance of duties

Working Conditions/Hours of Work

- Hours of work determined by the current Waste Disposal Sites' hours of operation; potential for 32 hours of work per week from November 1 to April 30 and 40 hours of work per week from May 1 to October 31
- The work week for this position will include Saturday and Sunday, with scheduled days off during the week
- Works outdoors in all weather conditions
- Exposed to fumes, noise and odour

Pay Rate

In accordance with the Collective Agreement