

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Landfill Attendant			
Reports to:	Director of public works	Last Revision Date	September 2014
Department:	Public Works	Positions Supervised:	None
Position Status:	Part Time	Job Grade:	
Nature and Scope of Position: Oversees the entry and exit of all vehicles to the landfill.			
Key Result Areas	Major Responsibilities	Success Indicators	
Delivery of Programs and Services	<ul style="list-style-type: none"> • Receives fees and issues receipts for landfill services • Reconciles the weekly landfill receipts • Ensures that the landfill procedures comply with the policies and bylaws adopted by council. • Inspects loads to ensure materials are acceptable for disposal • Weighs loads of garbage and calculates the charges • Directs customers to the proper disposal areas • Ensures landfill security, by locking and unlocking the gates • Logs and tracks bag tag sales 	<ul style="list-style-type: none"> • Balanced accounts. • No unacceptable garbage for disposal. • Garbage disposed in correct areas. • Bag tags tracked and balanced. 	
Teamwork	<ul style="list-style-type: none"> • Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage. 	<ul style="list-style-type: none"> • Adheres to corporate and departmental 	

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	<ul style="list-style-type: none"> • Provides support and back up to other staff in department as necessary. • Assists in establishing, maintaining and achieving goals, objectives and work plans. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures. 	<p>policies and procedures.</p> <ul style="list-style-type: none"> • Successful completion of WHMIS and Health and Safety Training. • Attendance at and completion of all training required by the Township of Huron-Kinloss.
Public Relations/Customer Service	<ul style="list-style-type: none"> • Demonstrates a strong public service orientation. • Responds promptly to public queries and requests. • Resolves public concerns and complaints or refers to supervisor or appropriate Department Head. • Responsible for ensuring customer service, workplace safety and seeks out best practices 	<ul style="list-style-type: none"> • Responds to internal and external inquiries in a timely professional manner
Other related duties as assigned.		
Qualifications		
<p>Education:</p> <p>Secondary School Diploma</p>		
<p>Experience:</p> <ul style="list-style-type: none"> • Working with customers • Handling cash transactions • Computer and software knowledge 		

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Skills:

- Math, analytical, problem solving skills
- Good communication skills
- Ability to multitask
- Ability to work alone, or in a team

Physical 'Effort & Working Conditions

- Work typically performed in small booth with little protection from the outdoor elements
- Long periods of sitting
- The mental effort requires a reasonable degree of concentration.
- Problems to be addressed require routine problem solving.
- Required to interact politely and effectively with the general public.
- Work generally has a low risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.