



## **POSITION DESCRIPTION**

### **LANDFILL ASSISTANT January 2025**

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#### **REPORTS TO:**

Public Works Superintendent

#### **POSITION SUMMARY:**

Reporting to the Public Works Superintendent and supervised by the Landfill Attendant, this position is responsible for receiving materials at the landfill site; collecting appropriate fees and issuing receipts; directing refuse/recyclable material to the appropriate areas; performing general maintenance duties, as assigned.

#### **GENERAL RESPONSIBILITIES:**

1. Visually inspects materials being deposited by users of the Landfill site and ensure materials are placed in the designated location.
2. Determines the fees payable; collects fees and issues receipts.
3. Ensures that all services are performed in a safe manner and in compliance with provincial safety legislation (e.g. Ministry of Labour and the Occupational Health and Safety Act).
4. Performs general maintenance duties at the Landfill Site including grounds maintenance, as assigned by the Landfill Attendant.
5. Accompanies users to the scrap areas to ensure no unacceptable items are discarded and to assist with unloading items, as required.
6. Ensures that waste delivered to the landfill is placed within the designated "footprint" in a manner so as to minimize the operating face.
7. Relieves the Landfill Attendant during periods of absence.
8. Performs other related duties, as assigned.

#### **EDUCATION / EXPERIENCE / SKILLS:**

1. Grade 12 or an equivalent combination of education and related experience.
2. Effective communication and public relation skills.
3. Valid driver's license and good driving record.
4. Knowledge of waste diversion regulations and provincial standards.
5. Ability to document and record information accurately.
6. Physically fit as evidenced by a pre-employment medical.



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#### **Independence of Action**

The position requires the use of established guidelines that are well defined.

#### **Mental Effort**

The nature of the work requires short periods of uninterrupted concentration when dealing with the general public and operational issues.

#### **Physical Effort**

Regular work includes walking on uneven surfaces and occasional lifting moderate weights.

#### **Dexterity**

The coordination of coarse movements is required where speed is a moderate consideration.

#### **Accountability**

Actions could result in a minor loss of time or resources.

#### **Safety of Others**

Some degree of care is required to prevent injury and harm to others.

#### **Supervision**

Supervisory responsibilities are not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

#### **Contacts**

Contacts generally include explaining or exchanging data or information.

#### **Working Conditions**

The work is performed outdoors with exposure to inclement weather and includes handling waste and recycled materials. Exposure to dust and noxious odours on a continuous basis. Occasionally exposed to verbal abuse.

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*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*