Job Description

Job Title:	**Waste Site Attendant**	**Duration**	May 1 – October 12, 2026
Department:	**Public Works**	**Position Type:**	Summer Employment
Supervisor:	**Public Works Manager**	**Issue/Revision Date:**	March 8, 2026

SUMMARY:

Under the direction of the Public Works Manager, this position shall assist users when required and carries out general maintenance duties and upkeep of the Township's Waste Disposal Sites.

PURPOSE:

To assist the Public Works Department with Waste Site Operations

DIRECT REPORTS:

none

INDIRECT REPORTS:

none

TEAM MEMBER GENERAL EXPECTATIONS:

- Follow the Code of Conduct
- Work safely and follow safe work practices
- Adhere to company policies and procedures
- Work with integrity
- Have and show respect towards yourself, fellow Employees, Residents and Users
- Provide proactive customer service to our Residents and Users.
- Work in collaboration with Employees, Management and Council to achieve common goals
- Be accountable for your actions
- Making sound ethical decisions at all times
- Maintain a positive attitude (I care and I can do approach)
- Be professional in approach with internal and external customers
- Regular attendance at work

RESPONSIBILITIES:

1. Separate and sort recyclables and household waste into the proper bins
2. Paints waste bins and sorts bottle returns
3. Assist with keeping the bin areas clear of debris and operate compaction containers as per specified instructions.
4. Monitors waste being deposited to be certain that waste and recyclables are separated.
5. Provides information on waste practices, directs users where to place materials and assists users when required.
6. Checks user permits and reports all incidents, complaints to supervisor.
7. Must be prepared to report to either the Killbear Landfill Site or Carling Transfer Station.
8. Keep track and record all vehicles using the sites.

EXPECTATIONS OF RESPONSIBILITIES:

1. Adhere to the Occupational Health & Safety Act and applicable regulations; corporate and department health & safety policies, procedures and work instructions
2. Must work in a safe manner
3. Work gets completed to the highest standard each and every day.
4. To build community relations and foster a positive experience
5. Collaborative in approach to issues

CORE COMPETENCIES AND KNOWLEDGE:

- Trouble shooting
- Knowledge of health and safety policies and procedures
- Attention to detail of work and surroundings
- Ability to set priorities and work independently.
- Other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be capable of performing the duties as described.
- (must have own transportation)
- Must be capable of operating a riding lawn mower, whipper snipper.
- Able to follow instructions
- Ability to prioritize workload, meet deadlines and pay attention to detail

PREFERRED SKILLS:

- Able to work independently
- Ability to work well
- Must be willing to work in adverse weather conditions
- Provides assistance as required by the supervisor

ADDITIONAL INFORMATION:

- This is a 40 hour per week position commencing May 1, 2026 to including October 13, 2026
- The Township will provide all necessary training dealing with Health and Safety, equipment operations and WHMIS. Green labeled safety boots are required. All other safety apparel will be provided.
- Waste Site Attendants are not permitted to come in contact with any vehicles entering or leaving the site. Not permitted to open or close vehicle doors and trunks. When requested to assist with lifting items the attendant must ask the user if there is any sharp items in the bag.

Employee: _____ Date: _____

Manager: _____ Date: _____