

TOWNSHIP OF CHISHOLM
POSITION DESCRIPTION – LANDFILL ATTENDANT

Position: Landfill Attendant

Reports To: Operations Superintendent

Qualifications:

- Ability to follow directions.
- Demonstrate ability to complete billing and financial transactions.
- Computer skills for sending and receiving emails
- Trained in CPR and First Aid

Responsibilities:

- Maintain Landfill Pass Card System and distribute passes throughout the year
- Use of the Chisholm Township Civic Address List for record checking
- Checking and marking identity cards at the gate.
- Directing cars to appropriate sites.
- Collecting tipping fees, for residential and commercial and issuing receipts.
- Delivering tipping fee receipts and records to Township office, bi-weekly
- Maintain a monetary float
- Checking emails from home for any updates/requests from Township Staff.
- Collecting statistic information regarding number of garbage bags, and cars that enter the site on an hourly, daily basis. Complete paper work bi-weekly to hand in to office staff.
- Distribute ‘Welcome to Chisholm’ orientation package as required.
- Responsible for a Township cell phone and ensuring that it is fully charged for emergency purposes.
- Follow outlined procedures for Government sponsored Recycling programs (Tires, Metal, and Electronic Waste).
- Maintain cleanliness of the Landfill site building; sweeping, empty garbage, clean windows, etc.
- Orientate residents regarding the clear bag policy, the recycling stations within the landfill site; tires, metal, and electronic waste, etc.
- In summer months, remove bear and wild animal scat to maintain sanitary conditions.
- Whipper snip around building and entrance area.
- Dealing effectively and diplomatically with Township residents.

Judgement:

- The job requires the ability to make difficult decisions and use of own judgment.
- The job requires the use of established guidelines found in municipal by-laws and procedures.

Mental Effort:

- Continuous periods of intermediate duration.

Physical Activity:

- Light duties of intermediate duration.

Dexterity:

- Use of tools such as, rakes, brooms, axes, bear spray, air horn, fire extinguisher, hammer, screwdrivers, booster cables, etc.

Accountability:

- Actions could result in minor to significant loss of time and/or resources.

Safety to Others:

- Some degree of care required to prevent injury or harm to others.

Contacts:

- Courtesy and tact required in obtaining and/or handing out data or information.

Disagreeable Conditions:

- Exposed to adverse weather conditions.
- Frequently exposed to dust, grime and moisture.
- Exposure to irate ratepayers.
- Exposed to vehicle exhaust fumes
- Exposed to wildlife; bears, turkeys, vermin, fox, black flies, etc, and required to clean any mess they may cause.
- No electricity, running water, air conditioning, or land line.
- No separate eating area
- Public Outhouse only
- Secluded location, working alone with no supervision