



The Corporation of the Municipality of West Grey Job Posting

Position: Public Works Waste Site Attendant
Category: Permanent Part-time, 29 hours week
Salary: \$18.60 to \$ 21.76 per hour

Applications are now being accepted for the part time position of Waste Site Attendant. To apply, please submit your resume and cover letter to Geoff Aitken, C.E.T., Manager of Public Works at hr@westgrey.com. Posting remains open until position is filled.

Job Description

Position Title: Waste Site Attendant
Department: Public Works - Landfills
Position reports to: Environment Officer

Position Summary

This position is responsible for greeting, assisting, and processing users of the West Grey Waste Management Sites / Facilities. Day to day operation, controlling access, promoting waste diversion programs, maintaining order & cleanliness of the site, basic computer skills, accurate record keeping, understanding relevant waste related regulations, and ensuring access is only given to those with recycling and waste materials generated within the Municipality of West Grey. You are a self-motivated outgoing individual with great customer service skills and enjoy working primarily outside at a variety of duties.

Duties and responsibilities include but are not limited to the following:

- a. Waste site opening, preparation, maintenance and closing.
- b. Inspect incoming materials, assess appropriate fees in accordance with rate schedules and legislated diversion requirements. Direct site users to appropriate sorting areas, communicate with other staff as needed. Reject unacceptable items with information and direction to the customer. Monitor site users for proper sorting, provide information and guidance to ensure diversion targets are met.
- c. Collect fees, balance daily receipts, and maintain accurate records of incoming and outgoing materials.
- d. Perform routine daily clean up (litter collection) and assessment of waste sorting and diversion areas, continuously removing contaminants. Monitor waste site boundaries, fencing and gate systems.
- e. Operate computerized scale, cash handling and other related office equipment and procedures to enter and maintain data for reporting purposes.



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- f. Manual snow removal and sand application at scale area and other public areas as required.
- g. Remain familiar with evolving waste management related policies, regulations and Certificates of Approval pertaining to the operation of the Waste Sites. Willingness to learn & understand about existing and new programs that contribute to an effective waste management program.
- h. Interact with site users in a courteous professional manner providing information and guidance on diversion, and waste placement requirements while always maintaining a high standard of public relations.
- i. Communicate and work per policies, practices and as directed with staff, contractors and others engaged by the Municipality for Waste Management Operations. Provide timely and courteous customer service, exercise good judgement & confidentiality when dealing with customers and personal information. Ability to follow direction and establish good working relationships.
- j. Operate the Household Hazardous Waste diversion program including screening, handling, proper bulk packaging, labelling and inventory of incoming materials. Specific training will be provided.
- k. Take precautions to protect themselves and fellow employees from health hazards and unsafe situations.
- l. Health & Safety: Ensures that all safety rules and procedures are being observed at all times, including the appropriate notifications in the event of incident or injury. Follow occupational health and safety practices and wear appropriate Personal Protective Equipment.
- m. Must be able to work independently or as part of a team.
- n. Consequence of error. Errors in judgment could result in additional expenses, delays, safety risks and potential liabilities.
- o. All other duties as assigned.

Education and Related Experience

- a. Ontario Secondary School Gradation Diploma (Grade 12).
- b. Class "G" driver's licence.
- c. Police Vulnerable Sector Check required.



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- d. 1 year customer service experience, you will be continuously working with members of the public. Strong and professional interpersonal skills to relate and the public, municipal contractors, and other staff.
- e. Working understanding of municipal structure and or waste management is an asset.
- f. Basic computer skills including email and willingness to learn scale software.

Working Conditions

- a. Work involves frequent contact with the public. Occasionally interact with difficult customers.
- b. Directing and coordinating vehicular traffic
- c. This physical job involves standing, walking on uneven surfaces, lifting weights not exceeding 20 kg (44 lbs.).
- d. Position is exposed to conditions of temperate extremes, inclement weather, dust, dirt, insects, waste, odours, and similar factors.
- e. Waste management programs change occasionally as required by regulations, candidate must be flexible to adapt and learn and provide guidance to customers on new program requirements.
- f. Locations and hours of work: Bentinck Site: Wednesday 8:30 – 4:30 and Saturday 7:30-4:30, Durham Site Thursday and Friday 11:30 – 6:30 April 1 - November 1 and 10:30 – 5:30 November 2 – March 31. Occasionally is required to attend training or staff meetings outside of regularly scheduled hours.
- g. While we thank all candidates for their interest, only those selected for an interview will be contacted.

Equal Opportunity Employer

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. Questions about this collection should be directed to the clerk of the Municipality of West Grey at (519)-369-2200.

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code; the Municipality of West Grey will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in any recruitment, selection and/or assessment process, please inform the municipality of any accommodations(s) that you may require in respect to any material or processes used to ensure your equal participation.