



**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA
JOB DESCRIPTION – PUBLIC WORKS AND LANDFILL ATTENDANT**

POSITION: Permanent part-time year-round; full-time May-August

REPORTING RELATIONSHIP Reports to Clerk

PURPOSE OF POSITION

1. Performs all the statutory and other duties necessary to maintain and manage all municipally owned waste disposal sites as dictated by Council, the Ontario Ministry of the Environment, Conservation and Parks (MECP) and any other applicable legislation.
2. Collects regular household waste curbside along all Municipal roads and Highway 17 within the municipality as per the current collection schedule and current policy.
3. Manages the Municipal disposal sites according to the site Environmental Compliance Approval and Development and Operations Plan.
4. Assists the Public Works Department in completing regular maintenance operations May through August.

RESPONSIBILITIES

Disposal Sites

1. Controls admission to disposal sites allowing only municipal residents, property owners or others who are in possession of a valid tipping fee receipt or approval issued by the Municipal Office.
2. Enquires about the type of waste to be disposed of and directs the individual to appropriate location on site.
3. Refuses to accept any material that contravenes the Environmental Compliance Approval, and notifies the Clerk as soon as possible after doing so.
4. Records the type and amount of waste received and maintains records of all site operations on forms provided as per the Environmental Compliance Approval and the MOE.
5. Manages the recycling, reuse, scrap metal, tire, mattress and wood/burn pile to ensure continued safety of employees and the public.
6. Oversees the Municipal Hazardous Waste Collection Day (once per year).
7. Ensures proper litter control practises are being utilized, including the collection of all loose and/or blowing debris. Ensures that the site is secure and that the gates are in working order and are locked during closed hours.
8. Completes required brushing around bear fencing.
9. Is responsible for calling in and supervising the contractor during:
 - a. Stockpiling of cover material;
 - b. Excavating trenches (location-size etc.) or creating berms;
 - c. Spreading and compacting of waste;
 - d. Placing required cover on the active landfill face as per the operation plan;
 - e. Maintaining the on-site road and surface drainage;
 - f. Maintaining a 30 metre fire break around the burning area.
10. Follows the contingency plan and reporting requirements for all fires and incidents occurring at the disposal sites.
11. Maintains a record of any complaints received and submits them to the office.
12. Completes incident reports when necessary and submits to the office.
13. Ensures that proper safety barriers are in place beside the open faces.
14. Ensures that signage is maintained.
15. Participates in annual budget and ensures all reporting requirements are met.

16. Performs all other duties as assigned from time to time by the province, or the Clerk.

Curbside Collection

1. Collects regular household waste from residences along Highway 17 within Municipal borders and along Municipal roads only.
2. Collects household and light commercial garbage only as per our Environmental Compliance Approval and the Waste Management By-law 2022-12 and refuses material otherwise.
3. Maintains the disposal site vehicle as per the Municipal vehicle policy completing and submitting required reports and ensuring that routine maintenance is completed.

Public Works

Provides support to the Public Works Department during summer months (May – August) under the direction of the Public Works Leader and Clerk to include the following:

1. Performs all activities to maintain and repair roads, parking lots and other areas within the municipality.
2. Brushes all intersections, curves, signs and other hazardous locations.
3. Sweeps debris from parking areas, building grounds and other areas including from around disposal site gates.
4. Digs ditches and trenches using shovels and other hand tools.
5. Operates power mowers and cutters to cut grass and weeds along roadsides and at municipal parks and boat launches.
6. Cuts trees, trims branches, rakes leaves, and applies fertilizer and insecticides by hand.
7. Loads and unloads trucks with supplies and equipment.
8. Operates chainsaws safely to remove obstructions and debris.
9. Wears all necessary and appropriate personal protective equipment.
10. Completing data entry, reporting and inventory.
11. Performs other duties as required.

WORKING CONDITIONS

1. Working conditions in the field are subject to extreme variations in temperature, and can include high wind, excessive heat or cold, rain or snow. As most work is completed outside must be able to work effectively during adverse and inclement weather.
2. Work is in an unclean environment that includes strong unpleasant smells. Must not be averse to collecting garbage that has been scattered around the disposal sites or working in an area that attracts nuisance animals, vermin and insects.
3. A majority of duties involve medium to heavy physical labour. The employee must be physically fit and able to work for prolonged periods performing manual labour. The position is subject to physical fatigue due to strenuous activity. Must be able to lift up to 50 lbs unassisted.
4. Works in full view of the public subject to occasional interruptions to provide assistance and information to the public on municipal roads and disposal site matters referring issues to other staff members as necessary.
5. Work is performed with a high degree of independent activity.
6. Work is subject to internal and external deadlines, flexible hours as imposed by legislation, seasonal obligations, Municipal schedules, or Council policy with frequent changing priorities.
7. Must be available for work as per the Municipal collection and site schedules (which may change from time to time).
8. Must be able to drive and maintain control of a ½ ton truck safely following acceptable defensive driving techniques.

NON-PHYSICAL DEMANDS/QUALIFICATIONS

9. Must be able to:
 - a. Communicate information clearly and effectively on a number of different levels, both verbal and written.
 - b. Be highly organized, detail oriented and possess the ability to prioritize conflicting projects.
 - c. Maintain confidentiality regarding employer/employee relations, disciplinary matters, etc.
 - d. Willing to complete all required training.
10. Possesses a valid Ontario driver's license, practises safe driving techniques and reports loss of driver's license to the Clerk immediately.

WORKING RELATIONSHIPS

1. With the Clerk, Council and Staff: provides guidance and advice on all waste disposal related activities. Ability to be a team player and to establish effective working relationships.
2. With the public: Provides information and coordinates responses regarding Municipal programs, services and policy as related to waste disposal and public works as necessary. Access is available to policies and procedures for reference as required.
3. With others: Maintains an effective liaison with area landfill operators in order to fulfill job requirements complying with applicable policies and legislation. Ability to interact pleasantly and effectively with the public and outside agencies to provide information.

KNOWLEDGE AND SKILLS

1. Must speak, read and write English due to the requirements to follow legislation, and to complete legislated reports.
2. Numeracy due to the compilation of statistics and the completion of reports.
3. Must be able to read, understand and comply with the site Environmental Compliance Approval and the Site Development and Operations Plans.
4. Must be in possession of a valid Ontario driver's license and report loss of same to office immediately upon loss.
5. WHMIS training or willingness to complete upon hire.
6. Must practise effective conflict resolution methods.
7. Must have good public relations skills to deal with the public.
8. Must be able to analyze working conditions, processes, practises and policies proposing changes to the office for consideration.
9. Must be able to identify faulty processes and suggest effective methods of correction keeping in mind legislation, Council direction and the Municipal budget.

IMPACT OF ERROR

1. Errors could result in serious physical, legal, financial and/or political consequences for staff, the Municipal Public Works and Landfill Attendant, Council and the Municipality.
2. Could result in injury, law suits, fines or other penalties.