The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Landfill Worker			
Reports to:	Manager of Environmental Services	Last Revision Date	November 2021
Department:	Public Works	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Assists the Operator-in-Charge with the general maintenance and daily operations of the landfill sites (Huron and Kinloss).			

Key Result Areas	**Major Responsibilities**	**Success Indicators**
Delivery of Programs and Services	• Assists in the daily operation and maintenance at the Huron-Kinloss landfill site. • Ensures daily covering of waste disposal areas and ensures they remain free of surface water by maintaining berms, etc. • Maintains and ensures proper sorting of materials, i.e.: tires, brush and steel, etc. • Ensures that the landfill procedures comply with the policies and By-Laws adopted by Council. • Daily maintenance includes litter pick-up, and burning of wood materials. • Operates a loader/ compactor to cover garbage, as required • Monitoring of recycling depots. • Keeping roadways in good condition to guarantee safety for the public.	• Disposal areas are covered, wastewater is minimal • Landfill maintained in a safe and clean manner. • Equipment is maintained daily and operated safely • Materials are sorted accurately. • After hours entry is controlled appropriately.

	• Control of after hours' entry by contractors. • Provides back up support to all other Landfill positions. • Ensures "no scavenging" of material from disposal sites by the general public • Receives fees and issue receipts for landfill services, as needed • Weighs loads of garbage and calculates the charges, as needed	
Teamwork	• Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage. • Provides support and back up to other staff in department as necessary. • Assists in establishing, maintaining and achieving goals, objectives and work plans. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.	• Adheres to corporate and departmental policies and procedures. • Successful completion of WHMIS and Health and Safety Training. • Attendance at and completion of all training required by the Township of Huron-Kinloss.
Public Relations/Customer Service	• Responsible for ensuring customer service, workplace safety and seeks out best practices. • Demonstrates a strong public service orientation. • Responds promptly to public queries and requests. • Resolves public concerns and complaints or refers to supervisor or appropriate Department Head.	• Responds to internal and external inquiries in a timely professional manner
Other related duties as assigned.		

Qualifications

Education:

- Valid drivers licence

Experience:

- Operation of specialized equipment, such as compactor, and loader.

Skills:

- Ability to work alone, or in a team environment
- Attention to detail
- Good organizational skills
- Good verbal and written communication skills
- Mental alertness
- Hand eye coordination

Physical 'Effort & Working Conditions

- Work is typically performed in an environment with regular exposure to hazards.
- The mental effort requires a reasonable degree of concentration on a variety of activities.
- There are many interruptions.
- Problems to be addressed require routine problem solving.
- Required to interact politely and effectively with the general public.
- Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.

The Township of Huron-Kinloss

Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.