



MUNICIPALITY OF NORTHERN BRUCE PENINSULA

JOB DESCRIPTION

Position Title: Waste Management Operator

Department: Public Works

Reports To: Public Works Manager, Supervisor, or designate

Position Status: Full-Time

Last Revised: July 16 2026

POSITION SUMMARY

The Waste Management Operator is responsible for the safe, efficient, and professional collection and transportation of residential and municipal waste and other approved waste streams throughout the Municipality of Northern Bruce Peninsula.

The position operates waste collection vehicles and related equipment, completes assigned collection routes, conducts routine vehicle inspections, assists with loading and unloading materials, maintains accurate records, and provides courteous service to residents and customers.

The Waste Management Operator performs duties in accordance with municipal policies, established collection schedules, applicable legislation, environmental requirements, health and safety standards, and accepted industry practices.

KEY RESPONSIBILITIES

1. Waste Collection and Transportation

- Operate municipal waste collection vehicles safely and efficiently on assigned residential, commercial, institutional, and municipal routes.

- Collect garbage, and other approved materials in accordance with municipal collection program.
- Operate automated, semi-automated, rear-loading, side-loading, front-loading, roll-off, or other waste collection equipment, as assigned.
- Ensure materials are collected from approved locations and in accordance with established collection schedules, policies, and procedures.
- Transport collected materials to approved landfill sites, transfer stations, recycling facilities, processing facilities, or other designated locations.
- Assist with the loading, unloading, covering, securing, and placement of waste materials.
- Return containers, to appropriate locations without causing unnecessary damage or obstruction.
- Identify and document improperly prepared, contaminated, prohibited, overweight, or non-compliant waste materials.
- Apply rejection notices, educational tags, or other notices in accordance with municipal procedures.
- Complete missed collections or route corrections as directed.

2. Vehicle and Equipment Operation

- Conduct required pre-trip, post-trip, and daily inspections of vehicles and equipment.
- Ensure vehicles are operated in compliance with applicable legislation, municipal policies, manufacturer requirements, and safe operating practices.
- Monitor vehicle condition, fluid levels, tires, hydraulic systems, lights, warning devices, cameras, compactors, lifting arms, and other equipment.
- Report defects, damage, mechanical concerns, accidents, and unsafe conditions immediately.
- Ensure vehicles are clean, fuelled, secured, and ready for service.
- Operate hydraulic systems, lifting mechanisms, compactors, cart tippers, hoists, tarping systems, and other related equipment.
- Maintain the cleanliness of vehicle cabs, bodies, hoppers, steps, mirrors, cameras, and safety equipment.
- Assist with minor maintenance, cleaning, lubrication, or adjustments within the scope of the position.

- Coordinate with fleet maintenance staff or external service providers regarding repairs and preventative maintenance.

3. Route Completion and Service Delivery

- Follow established collection routes, schedules, maps, and operating instructions.
- Complete assigned routes safely and within reasonable operational timeframes.
- Adjust route activities in response to weather, road closures, seasonal traffic, construction, emergencies, equipment breakdowns, and other operational conditions.
- Communicate route delays, missed collections, access issues, unsafe conditions, and service disruptions to the supervisor.
- Use route-management systems, onboard computers, cameras, tablets, GPS equipment, radios, mobile phones, or other technology provided by the Municipality.
- Assist with route reviews and recommend operational improvements where appropriate.
- May provide collection support for other municipal operations including but not exclusive to special events, seasonal programs, municipal facilities, roadside cleanups, illegal dumping, and emergency incidents.

4. Customer Service and Public Interaction

- Provide courteous, respectful, and professional service to residents, property owners, businesses, contractors, visitors, and municipal staff.
- Respond to basic questions regarding collection schedules, acceptable materials, cart placement, rejected materials, and municipal waste programs.
- Refer complex complaints, enforcement matters, service disputes, or policy questions to the appropriate supervisor.
- Avoid confrontational interactions and report aggressive, threatening, or unsafe behaviour.
- Represent the Municipality positively while operating vehicles and working in public areas.
- Protect confidential or personal information obtained through the course of employment.

5. Health and Safety

- Perform all work in accordance with the Occupational Health and Safety Act, applicable regulations, municipal policies, safe operating procedures, and established industry standards.

- Wear required personal protective equipment.
- Identify, report, and respond appropriately to hazards, including traffic, reversing vehicles, sharp objects, hazardous materials, unstable loads, wildlife, poor road conditions, extreme weather, and unsafe collection locations.
- Follow safe lifting, mounting, dismounting, backing, loading, unloading, and traffic-control procedures.
- Participate in required safety meetings, training sessions, workplace inspections, investigations, and emergency exercises.
- Report workplace injuries, near misses, vehicle incidents, spills, environmental releases, damaged property, and unsafe conditions immediately.
- Assist with spill containment, cleanup, scene protection, and emergency response within the employee's training and authority.
- Refuse or discontinue unsafe work in accordance with legislation and municipal procedures.

6. Environmental Compliance

- Handle and transport waste materials in accordance with applicable environmental legislation, municipal approvals, site requirements, and operating procedures.
- Prevent the release, loss, scattering, or leakage of waste during collection and transportation.
- Immediately report spills, leaking loads, suspicious materials, illegal dumping, hazardous waste, or environmental concerns.
- Ensure waste materials are delivered only to approved receiving facilities.
- Support municipal waste diversion, recycling, contamination reduction, and environmental protection initiatives.
- Participate in public education and program implementation activities, as assigned.

7. Documentation and Administration

- Complete route sheets, inspection reports, weight tickets, fuel records, maintenance reports, incident reports, rejected-material records, time records, and other required documentation.
- Maintain accurate records of collection activities, missed stops, service issues, vehicle defects, tonnage, mileage, fuel consumption, and disposal locations.
- Submit records within required timelines.

- Use electronic systems, tablets, mobile applications, email, and other technology required for the position.
- Participate in investigations, insurance claims, regulatory inspections, audits, and internal reviews when required.
- Provide factual information regarding incidents, complaints, vehicle operations, and route activities.

8. General Municipal Duties

- Assist other Public Works or municipal operations when operationally required and where the employee is qualified and authorized to perform the work.
- Assist with landfill, transfer station, as assigned.
- Participate in emergency response and municipal continuity operations.
- Attend meetings, training sessions, and operational briefings.
- Perform other related duties consistent with the responsibilities of the position.

REQUIRED QUALIFICATIONS

Education and Experience

- Ontario Secondary School Diploma or equivalent combination of education and experience.
- Previous experience operating commercial vehicles, heavy equipment, waste collection vehicles, or similar municipal equipment.
- Experience in waste management, public works, transportation, construction, environmental services, or a related field is considered an asset.
- Experience working with the public in a service-delivery environment is considered an asset.
- Municipal experience is considered an asset.

Licences and Certifications

- Valid Ontario Class DZ driver's licence in good standing.
- Clean or satisfactory driver's abstract acceptable to the Municipality.
- Valid Commercial Vehicle Operator's Registration-related qualifications, where required.
- Current First Aid and CPR certification, or ability to obtain within a timeframe established by the Municipality.
- Workplace Hazardous Materials Information System training, or ability to obtain.

- Transportation of Dangerous Goods training, or ability to obtain if required.
- Traffic-control, spill-response, defensive-driving, equipment-operation, and health and safety training, or ability to obtain as directed.
- Additional licences, endorsements, or certifications may be required based on assigned equipment and duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of commercial vehicle operation and basic vehicle maintenance.
- Knowledge of waste collection practices, material handling, and safe loading procedures.
- Knowledge of occupational health and safety requirements.
- Ability to safely operate waste collection vehicles in urban, rural, seasonal, congested, and restricted-access environments.
- Ability to operate hydraulic, mechanical, electronic, and automated collection equipment.
- Ability to understand and follow routes, maps, schedules, policies, procedures, and verbal or written instructions.
- Ability to identify unsafe, prohibited, contaminated, or non-compliant materials.
- Ability to maintain accurate records and complete required documentation.
- Ability to use tablets, onboard systems, mobile devices, GPS technology, and basic computer applications.
- Strong situational awareness and sound judgement.
- Effective communication and customer-service skills.
- Ability to work independently and as part of a team.
- Ability to remain professional during difficult or confrontational interactions.
- Ability to organize work, manage time, and complete routes efficiently.
- Ability to adapt to changing routes, weather, traffic, equipment, and operational priorities.
- Dependability, punctuality, and a strong commitment to public service.

WORKING CONDITIONS

- Work is performed primarily outdoors and within commercial vehicles.

- Regular exposure to heat, cold, snow, rain, wind, dust, dirt, noise, vibration, traffic, odours, insects, wildlife, and waste materials.
- Regular exposure to moving vehicles, hydraulic equipment, sharp objects, uneven surfaces, slippery conditions, and potentially hazardous materials.
- Work may involve early mornings, weekends, holidays, overtime, split shifts, extended shifts, emergency call-ins, and schedule changes.
- Work is performed throughout the Municipality and may include remote, rural, seasonal, and high-traffic areas.
- Employees must be able to respond to operational emergencies and service disruptions as required.

PHYSICAL REQUIREMENTS

The position requires the ability to:

- Sit and operate a vehicle for extended periods.
- Frequently enter and exit vehicles and equipment.
- Climb steps, ladders, platforms, and vehicle access points.
- Stand, walk, bend, twist, crouch, reach, push, pull, and lift throughout the workday.
- Lift, carry, move, or manipulate waste containers, materials, equipment, and objects weighing up to approximately 23 kilograms or 50 pounds.
- Perform repetitive movements and work around vibration, noise, and vehicle motion.
- Work safely in adverse weather and difficult terrain.
- Maintain the physical capability required to perform all essential duties safely.

CONDITIONS OF EMPLOYMENT

- Maintain a valid Ontario Class DZ driver's licence.
- Maintain an acceptable driver's abstract.
- Successfully complete any required medical, functional abilities, or driver fitness assessment.
- Successfully complete a criminal record check or other employment screening where required.
- Maintain required licences, certifications, and training.
- Comply with municipal policies, procedures, codes of conduct, confidentiality requirements, and health and safety obligations.

- Be available for overtime, emergency call-ins, weekends, holidays, and adjusted schedules when required.
- Successfully complete the applicable probationary period.

Wage: OPSEU Local 266 Collective Agreement Public Works Level 1