

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Truckdriver - Landfill Operator
Group:	Union
Supervisor:	Supervisor of Roads and Fleet
Department:	Infrastructure
Prepared By:	Human Resources Advisor
Approved:	
Created: February 2023	
<u>Job Function:</u> Reporting to the Supervisor of Roads and Fleet the Landfill Site Attendant is responsible for overseeing and supervising the disposal operations and landfill activities at the Municipality's two landfill sites.	
<u>Skills and Qualifications:</u> 1. Completion of Grade 12 education or equivalent and maintain a valid Ontario Class DZ Drivers' License and clean driver's abstract. 2. Experience with cash and receipt handling. 3. Knowledge of laws and regulations governing waste disposal sites is an asset. 4. Ability to communicate effectively with the public, contractors and staff. 5. Ploughing experience would be considered an asset.	
<u>Direction Received/Independent Action:</u> 6. General directions are provided by the Supervisor of Roads and Fleet. 7. Performance is monitored by the Supervisor of Roads and Fleet through the Township's Performance Management Program.	

8. Must have the knowledge of and ability to apply and interpret policies, procedures and regulations such as the Occupational Health and Safety Act.

Working Relationships:

Routine Contacts:

9. Supervisor of Roads and Fleet – Direct reporting relationship
10. General Public- Respond to residents in a positive and courteous manner.

Non-Routine Contacts:

11. General Manager of Infrastructure Services –Confer, as required, on all activities associated with landfill operations.

Duties and Responsibilities:

12. Perform daily inspections on all loads of waste entering the landfill site.
13. Operate landfill sites as per the requirements of each Environmental Compliance Approval (ECA).
14. Provide directions to the public regarding appropriate disposal locations.
15. Collect disposal fees and complete records of all incoming waste.
16. Inspect the sites to ensure landfill activities are carried out as per the ECA.
17. Report and log inspection findings and required landfill maintenance.
18. Ensure landfill sites are kept in a clean and orderly manner.
19. Always Adhere to Safety Regulations.
20. Operate and/or drive a variety of equipment and machinery including but not limited to Landfill Compactors, Tandem Snowplows, Backhoes, Graders, Township pick-ups etc.
21. Perform various winter road maintenance activities on an as needed basis.
22. Answer questions from the public and contractors concerning fees, disposal practices, hazardous waste disposal and diversion/recycling initiatives.

23. Perform labour-related duties within the Infrastructure Division as directed by the Supervisor of Roads and Fleet.

24. Perform other duties as assigned.

Physical and Sensory Demands:

25. Physical demands can include light activity of short durations.

26. Maybe exposed to unpleasant sights and smells.

Mental Demands:

27. May be exposed to short periods of concentration.

Impact of Errors:

28. Errors could possibly have an impact on the level of quality municipal services provided.

29. Errors may lead to charges being laid against the Corporation resulting in possible fines.

Hours of Work:

29. Required to work eight (8) to ten (10) hour days Tuesday through Saturday.

Overtime:

30. Overtime is compensated for as per the Collective Agreement.

Work Environment:

31. Spends 70% to 80% of the average work year outdoors.

32. Balance of work year is spent indoors generally inside performing administrative tasks.

Hazards:

33. Occasionally exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.