



Town of South Bruce Peninsula

Waste Diversion Attendant

Position Description

Reports to: Public Works Operations Supervisor Status: Seasonal
Last Revised: February 1, 2020 Hours: up to 40 per week

Summary of Duties

Reporting to the Public Works Operations Supervisor, the Waste Diversion Attendant will be working at the Amabel Landfill Site. Responsibilities include providing information and assist clients in recycling and refuse materials, handle scale-house transactions, and perform site maintenance and clean-up duties.

Qualifications

- Ability to work evenings, weekends, and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete outdoor duties and lift up to 40 lbs.
- Previous experience in customer service and/or outdoor work considered an asset.
- Ability to understand and execute detailed written and oral instructions.

Responsibilities:

- Provide on-site support to staff and visitors.
- Directing customers to appropriate diversionary receptacles.
- Weigh-in and out of vehicles accessing the landfill.
- Work in scale-house, data entry using purpose-made software.
- Handling cash and debit transactions.
- Answering questions by telephone and in-person
- Performs other duties as assigned.

Working Conditions

- Deals with a high volume of varied tasks; constant changes of priority.
- Constant attention to customer service demeanor required
- Weekdays, weekends, evening and shift work required
- Works outdoors being exposed to extreme environmental conditions

- Ability to perform strenuous physical tasks when necessary.