

June 26, 2002

**Town Of South Bruce Peninsula
Public Works Department
Job Descriptions**

Title: Landfill Site Attendant
Department: Public Works
Location: Landfill Site
Reports To: Public Works Foreperson
Summary: Opens and closes a landfill site, collects tipping fees and maintains scales in a clean and safe manner
Qualifications: Must be bondable in Canada
Must possess a valid Ontario Class "G" licence

Tasks:

Customer Service

1. Greets taxpayers and ensures they belong to the municipality
2. Responds to questions from the public, giving out information and resolving problems

Landfill Site Coordination

3. Locks and unlocks the landfill site
4. Checks the contents of trucks and trailers to ensure landfill site rules are followed and Ministry of Environment standards are maintained
5. Directs taxpayers to designated areas for unloading

Landfill Site Administration

6. Key enters information to operate the landfill scale, complete weigh ins and weigh outs and create receipts
7. Gives copies of receipts to taxpayers and files copies for delivery to a Revenue Clerk/Cashier
8. Balances cash and delivers cash and receipts to a Revenue Clerk/Cashier

General Maintenance

9. Maintains the work area in a clean and safe manner
10. Clears snow at the landfill scales
11. Collects litter and debris and picks up garbage scattered by birds and animals

Other

14. Complies with the Town of South Bruce Peninsula policies and procedures
15. Performs other tasks as assigned by management