

<p>DOURO-DUMMER JOB DESCRIPTION MANUAL</p>

POSITION: Transfer Station Assistant	PAGE: 1 of 2
REPORTS TO: Public Works Department	DATE: September 2019
THIS JOB DESCRIPTION IS: ___ NEW _X_ EXISTING ___ REVISED ___ RESCINDED	

Job Summary:

To provide a variety of general labour and maintenance services at the transfer station site to efficiently assist the Transfer Station Attendant on duty.

Duties and Responsibilities:

- Provides assistance to the Transfer Station Attendant by performing a variety of general labour services to ensure that the transfer station site is maintained in a safe, neat and orderly fashion, including but not limited to waste deposited at entrance gates and along roadsides, painting and cleaning.
- Provides direction to ratepayers as to the correct location for dumping waste and depositing recyclables.
- Collects tipping fees for waste deposited and provides appropriate receipts for revenues received and maintains waste records for filing;
- Confirms transfer station access privileges with users, ensuring that the Township waste management by-law and policies are adhered to.
- Ensures recycling containers are full prior to removal.
- Ensure that recyclable materials are properly sorted prior to containers being removed.
- Responsible to adhere to the Occupational Health and Safety Act by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations.
- Ensuring that safety procedures are followed; using appropriate safety equipment and Personal Protective Equipment (PPE) during transfer station operations;
- Assume the duties of the attendant in their absence—which would include ensuring all revenues are entered into the computer, balanced and submitted to the Municipal Office and being responsible for contacting the appropriate contractors for transfer of waste bins, recycling containers, compaction of waste in bins and disposal of waste oil, when these containers are filled to capacity;
- Perform daily inspections as required;
- Other duties may be assigned.

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Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Transfer Station Attendant, Public Works Department, all municipal staff and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to hazards and inclement weather (e.g. chemicals, asbestos, acid and bacterial waste). Moderate degree of physical skills, lifting (up to 30lbs), activities such as reaching, sitting, standing and visual attention to detail. Frequently performs repetitive tasks.

Job Knowledge:

- Grade 12 education or equivalent.
- Must possess a valid class “G” driver’s license.
- Current CPR/Standard First Aid.
- Current WHIMIS Certification.
- Successful Criminal Record Check.
- Current Accessible Customer Service Training.

Key Competencies:

- Good communication skills, proven ability to listen and correspond with the public and effectively communicate with co-workers with tact and courtesy;
- Efficient computer skills in order to input data into the computer system for record keeping;
- Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully;
- Ability to establish and maintain effective working relationships with the public and other Municipal employees;
- Exhibit a high level of initiative, work performance and responsibility in the performance of duties;
- Ability to work independently with minimum supervision.

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This job description is intended to express information essential to understanding the scope of the job, the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities associated with the position.

Employee

Chief Administrative Officer