

# **TOWNSHIP OF LIMERICK**

## **Job Description**

Position:	Disposal site Attendant
Department:	Public Works and Infrastructure
Reports to:	Public Works and Infrastructure Manager

### **JOB SUMMARY:**

Reporting to the Manager of Public Works and Infrastructure Manager the Disposal Site Attendant is responsible for assisting residents at the Limerick Township disposal site by directing them to the appropriate recycling and waste bins, processing payments, writing receipts and completing general clean up duties around the site.

### **DUTIES AND KEY RESPONSIBILITIES:**

Open and close the disposal site in accordance with operating hours.

Maintain the disposal site in an orderly and visually acceptable condition in compliance with Environmental Compliance Approval (Certificate of Approval) for the site as well as the requirements of the Ministry of Environment and other Provincial and Municipal Acts.

Supervise and assist residents in their use of the disposal site directing them to the appropriate recycling and waste area.

Provide information and respond to residents inquires regarding the disposal site and directing complaints to the Public Works and Infrastructure Manager.

Visual inspection of waste entering the disposal site, screen for prohibited waste and record refused loads.

Collect fees as per the tipping fee schedule set out by the municipal by-law as well as process cash payments and write receipts.

Record daily and weekly activity reports including quantity and type of waste entering the disposal site as well as traffic counts.

Sorting of garbage and recyclables encouraging recycling and diversion.

Completing general clean up duties around the transfer stations picking up spilled and wind-blown debris and litter.

Winter Maintenance and access to bins and recycling areas.

Inspect, report and maintain fencing and gates.

Attend all relevant training sessions as required.

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Advise the Public Works and Infrastructure Manager of operational issues or problems immediately.

Other duties as assigned by the Public Works and Infrastructure Manager.

### **SUPERVISORY RESPONSIBILITIES:**

The incumbent will supervise any summer staff hired to assist at the disposal site.

### **JOB SPECIFICATIONS:**

Grade 12 or an equivalent combination of education and related experience.

Minimum of 2 years experience inspecting, recording and operating heavy / mobile equipment.

Previous experience in a similar field would be an asset.

A valid and clean Ontario Class G drivers license is mandatory.

Ability to meet physical demands of the position working in extreme heat and cold. Shelter is provided on site for personal comfort during lull periods.

Hours of operation varies between winter and summer seasons. It is a requirement to work weekends and statutory holidays.

Must attain working knowledge of recyclable materials and hazardous waste.

### **KEY PERFORMANCE COMPETENCIES:**

Must attain a strong work ethic, be punctual and self-motivated.

Demonstrate ability to work effectively with fellow co-workers and maintain constructive working relationships.

Demonstrate interpersonal, public relations and communication skills, ensuring polite and tactful relations with residents.

Must always represent the Township in a positive and respectful manner.

Demonstrate awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as Occupational Health and Safety Act: AODA, etc.

**TOWNSHIP OF LIMERICK**  
**Job Description**

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

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Signature of Incumbent

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Date

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Signature of Public Works and Infrastructure Manager

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Date

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Signature of Chief Administrative Officer

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Date