

Municipality of Shuniah
EXTERNAL JOB POSTING
March 27, 2023

Position Title: Permanent P/T Landfill Attendant
(part-time; 24 hours per week)

Department: Public Works
Reports To: Manager of Operations

Responsibility:

Under the direction of the Manager of Operations or designate; maintains the waste disposal site in an orderly and visually acceptable condition in compliance with Environmental Compliance Approval for the site.

See full job description attached.

**Current Hourly Rate is \$23.41
(CUPE Local 87 Agreement 2022-2025)**

We encourage all who are interested in this position to apply.

Resumes will be accepted via mail or dropped off in-person until
4:30pm on Thursday April 13, 2023, at 420 Leslie Avenue, Thunder Bay,
and should be directed to the attention of: ***Craig Baumann, Manager of Operations***

In accordance with the Municipal Freedom of Information and Privacy Act, personal information submitted is collected under the authority of the Municipal Act and will be used only for candidate selection.

Municipality of Shuniah
Position: Landfill Attendant

DATE: November 30, 2022

1. Position Title:

Landfill Attendant

2. Reporting Relation:

Reports directly to the Manager of Operations or designate.

3. Positions Supervised:

None.

4. Scope of Position:

Under the direction of the Manager of Operations or designate; maintains the waste disposal site in an orderly and visually acceptable condition in compliance with Environmental Compliance Approval for the site.

5. Roles and Responsibilities

- 5.1 To open and close the site and attend the site for and during all lawful hours as set by Council.
- 5.2 To keep and enforce all regulations and policies as per directed by Council and ensures that work activity is carried out according to the Certificate of Approval.
- 5.3 To direct, educate, and assist all Shuniah residents to legally using the site to maintain orderly disposal of refuse, waste and recyclable materials and provide friendly and courteous customer service.
- 5.4 Visual inspection of waste, screen for prohibited wastes and record refused loads.
- 5.5 Promotes and encourages recycling and diversion within the Municipality's landfill site.
- 5.6 Issue invoices as per the tipping fee schedule and complete daily activity logs and reports.

- 5.7 Maintain the recycling storage areas and waste oil depot. (including shoveling and sanding) Notifies supervisor of bin emptying requirements.
- 5.8 To regularly clean refuse scattered by animals, birds, and windblown material.
- 5.9 To conduct a thorough spring cleanup of the accumulation of refuse around the perimeter of the site.
- 5.10 Notify direct supervisor of any operational or facility maintenance concerns.
- 5.11 Other duties that may arise at the direction of Manager of Operations.

6. Health and Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations and the Municipality's Health and Safety Manual and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Municipality's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Manager of Operations.

7. Authority of Position

Work is performed under the supervision and direction of the Manager of Operations or designate and authority limited to direction given and to operating within established departmental guidelines, policies and procedures.

8. Contacts and Relationships

- 8.1 Supervisor – Receives direction and guidance.
- 8.2 Co-workers – Communication for the purpose of sharing information and to complete work assignments
- 8.3 Public – Providing information while ensuring polite and tactful relations.

9. Physical Skill and Effort

Strength and mobility to work in a typical field maintenance setting, stamina to perform sustained physical labor, including driving, sitting, standing, lifting, twisting

and walking in various environmental conditions depending upon the task being performed; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person, over a radio or telephone.

10. Working Conditions

Work is typically conducted in an outside environment with exposure to variable weather conditions, sometimes within extreme weather conditions. Shelter is provided on site for personal comfort and safety during periods of down time. Work is completed with the requirement to adjust to changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanor.

11. Decision Making/Judgment

Work is performed under the direction of the Manager of Operations.

The employee follows established practices to perform generally repetitive duties and work activities; judgement is exercised when using initiative and problem-solving skills when on the job, to operate without direct supervision, when the task has been defined. The employee notifies the Manager of Operations of operational problems or issues as necessary.

Errors are usually quickly detected and can be corrected. Errors in judgment may reduce the Public Works Department's effectiveness and may increase costs and result in safety hazards, embarrassment to the Municipality and inconvenience to the public.

12. Qualification and Educational Requirements:

Grade 12 education and/or waste management related courses or previous work experience

Knowledge of requirements of MOECP as they relate to responsibilities.

13. Employer Provided Training

Participates in all employer provided training for the performance of duties.