

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### POSITION DESCRIPTION

#### Transfer Station Attendant

##### Overview

This is a part time position that involves front-line work monitoring and enforcing the rules and operating procedures of the Municipality's solid waste program as it pertains to Municipality owned Transfer Stations. This position reports to the Solid Waste and By-Law Enforcement Administrator.

This position involves direct contact with the public, a superior level of customer service and professionalism is required for the successful execution of this position.

This position requires an individual who is safety orientated and comfortable working alone in a remote location. The position requires being comfortable dealing with the public, while enforcing the proper separation of materials at the Municipality's Transfer Stations.

##### Core Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioral competence from the following areas:

- Communication
- Customer Service
- Professional Confidence
- Diversity
- Innovation

##### Responsibilities

- Responsible for personal safety as well as the safety of the public, while on Municipal owned property.
- Responsible for maintaining a thorough understanding of the Municipality's Health and Safety Program and Policy as well as any pertinent Provincial Legislation or Regulations.
- Responsible for all aspects of solid waste services provided at the Municipality owned Transfer Stations.

- Responsible for safeguarding the Municipality's property and assets while working at the Transfer Station.
- Responsible for giving assistance and direction to the Public, as required while they are utilizing the site.
- Responsible for ensuring the proper separation of construction and demolition debris, brush, shingles as well as inert material while at work.
- Respond to enquiries from the public relevant to the subject areas referred to above.

### **Qualifications**

Grade XII education or equivalent is required. Experience dealing with the public and solid waste separation experience would be considered an asset. Emergency First Aid Certification is required for this position and will be provided by the Municipality, if necessary.

### **Outcomes**

1. Interaction with the public must be handled in a professional manner. Issues not dealt on location with will be brought forward to the Solid Waste Administrator as soon as reasonably practical.
2. Solid waste brought into the Municipality's Transfer Station will be placed in its proper stream.
3. A focus on Safety is maintained and all work conducted is in compliance with the Municipality's Safety policy and procedures and all relevant Federal and Provincial legislation.

### **Terms and Conditions of Employment**

The Municipality has an hourly rate for this position. Placement and incremental increases are based on qualifications, experience and demonstrated ability to perform the responsibilities of the position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

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\$12.27	\$12.89	\$13.51	\$14.12	\$14.73	\$15.35