



Job Description

TITLE:	Public Works Labourer & Landfill Site Attendant
REPORTS TO: (Directly)	Public Works Manager
REPORTS TO: (Indirectly)	Lead Hand
WAGE:	Pay Grade 2 (\$24.92/hour) <i>2024 Rates</i> Casual On Call

POSITION OBJECTIVE AND SCOPE

Reporting to the Public Works Manager, the Labourer/Landfill Site Attendant will provide support to the Public Works Department as it relates to maintenance and operations of the Township infrastructure (roads, sidewalks, parks, open space), building and equipment maintenance and providing customer service and support at the Greenbush Landfill.

MAJOR RESPONSIBILITIES

- Engage in a variety of outdoor tasks, including snow removal, road and sidewalk repair and resurfacing, cleaning of culverts, roadside flagging, sidewalk sweeping, grass mowing and tree trimming, building and equipment maintenance, including emergency breakdowns as required and other general maintenance/labourer duties as assigned.
- Greets the public in an orderly manner and must be able to communicate the landfill programs effectively, as well as tactfully deal with the public.
- Directs public to appropriate disposal areas.
- Inspects incoming loads to the landfill for hazardous materials, ensuring that waste is placed according to the waste site management plan.
- Monitors recycling/garbage quantities and ensures that the refuse is from residents of the Township.
- Collects and organizes tickets, ensuring fees are being paid.
- Engages in a variety of outdoor tasks, including grass and weed trimming, picking up garbage at landfill site, on adjoining properties and on road allowances.
- Monitor's customer activities for compliance to rules and regulations of the landfill.

SKILL REQUIREMENTS

Education, Training and Job-Related Experience

- Ontario Secondary School Diploma, with preference given to those with knowledge of municipal public works operations, including waste management.
- Valid G driver's license required.

Additional Skills and Abilities

- Ability to demonstrate initiative consistently with a strong commitment to customer service, while exercising discretion and good judgment, including possessing a high level of initiative and personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to effectively and efficiently prioritize tasks for self and team.
- Excellent communication, interpersonal and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct operations service delivery setting.
- Ability to professionally and respectfully manage stressful and antagonistic situations.
- Ability to follow instructions, with mechanical aptitude and dexterity.
- Sound appreciation of utilizing PPE and recognizing safety issues due to the use of heavy equipment.
- Able to deal with multiple priorities; organizes own time effectively, prioritizes and prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.

Analytical and Problem-Solving Skills

- Demonstrated problem-solving skills, attention to detail and accuracy.
- Ability to read and interpret documents such as equipment specifications, operating and maintenance instructions and procedure manuals.
- Judgement is exercised in interpreting legislation, preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
- Strong ability to working with staff and the public to identify problems, develop solutions, and maintain harmony and team spirit.
- Sound confidence to respond quickly and decisively to operational emergencies
- Works within accepted policies and procedures.

Communication Skills

- Strong ability to convey and exchange information to people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, when necessary.

WORKING CONDITIONS

Environment

- Exposure to inclement weather.
- Work may be physically demanding.
- Work under hazardous conditions.
- Exposed to fumes, odours and noise.
- Required to wear CSA approved footwear and PPE provided.