



Position:

Landfill Attendant

Department Head: Director of Operations
Immediate Manager: Public Works Manager

Position Duties:

- Basic operation of weigh scale and assessment and collection of tippage fees.
- Direct customers to place incoming waste material in appropriate diversion areas on site.
- Complete all required landfill and transfer station documentation, including but not limited to setting up customer accounts, daily/monthly/annual reports, bank deposits, etc.
- Handle all financial and cash transactions with due diligence and accuracy.
- Deal effectively and professionally with customers, contractors in a positive, courteous manner including conflict resolution.
- Act as Recording Secretary for all Staff and Safety Meetings including preparing agendas and minutes.
- Be accountable for the security and janitorial duties of the landfill building.
- Attend position related seminars/courses as directed by the Manager.
- Perform other duties as directed by the Manager.

Health and Safety

- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to Manager.

Position Requirements:

- Grade Twelve Diploma or equivalent.
- Must be able to work Saturdays regularly.
- Strong computer skills with proficiency in Microsoft Office programs including Word, Excel, Outlook, etc.
- Must demonstrate excellent interpersonal skills in dealing with the internal & external stakeholders.

Level Requirements:

Level I

- As per position requirements.

Level II

- One year of position experience with the Town of Edson or two years of related experience.

Level III

- Two years of position service with the Town of Edson or four years of related experience.

NOTE: Related experience shall be determined by Management.