Transfer Station Attendant

Full-Time

1. **PURPOSE AND SCOPE**

   An employee of the Municipality of Red Lake, the Transfer Site Attendant will perform duties as assigned by the Facilities Supervisor and Transfer Station Leader and will ensure corporate and departmental policies are adhered to.

2. **REPORTING RELATIONSHIP**

   Position reports directly to the Facilities Supervisor

3. **WORK SCHEDULE & LOCATION**

   Tuesday – Saturday (as required)

   Transfer Site, Balmertown, ON

4. **RATE OF PAY**

   $27.30 (Hourly)

   Unionized Position (United Steelworkers of America)

5. **RESPONSIBILTIES**
   - Ensure that waste is deposited as per Municipal By-Laws
   - To operate the required equipment with the Facilities department
   - Ensure that only permitted waste is dumped at the landfill site.
   - To direct and ensure that all persons are placing waste in the appropriate areas in the Transfer Station.
   - Ensure that recyclable materials are being placed in the appropriate areas.
   - Ensure all persons are paying the appropriate fees for disposal of waste and to also collect these fees.
   - Ensure that all waste is packaged properly for disposal.
   - The attendant shall notify the Facilities Supervisor of any person that contravenes the Municipal Waste Disposal By-Law.
   - Ensure that no person picks over or interferes with the Transfer Station.
   - Ensure that all records are kept as per municipal requirements.
   - Must possess a valid DZ Ontario Driver's License.
   - To encourage and promote attitudes toward the Occupational Health and Safety Act must be met or exceeded.

- Perform other duties and tasks as assigned by the Transfer Station Leader.

6. **WORKING RELATIONSHIP**
   - Regular communication with the Facilities Department
   - General public

7. **SKILLS REQUIRED**
   - High School Diploma
   - Good communication skills
   - Valid DZ Ontario Driver's License
   - Operating Heavy Duty Equipment experience
   - Able to work with detailed or semi-detailed instructions.

DEADLINE: November 30th, 2023 at 4:30pm