



The Corporation of the Township of Drummond/North Elmsley

JOB DESCRIPTION

POSITION TITLE: LANDFILL ASSISTANT SUMMER STUDENT

POSITION PURPOSE:

To assist at the Code Road Landfill interacting with Landfill customers to determine which disposal area they require and directing them accordingly. Assist with moving items to appropriate areas, assist in the scale house and with litter control. Hours include Monday, Tuesday and Friday from 10:00 a.m. – 5:00 p.m. Saturday 9:00 a.m. - 3:00 p.m.

REPORTING RESPONSIBILITIES:

The Landfill Assistant Summer Student will report directly to the Landfill Attendant Lead Hand and indirectly to the Landfill Attendant.

POSITION RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

1. Screens and directs users of the landfill depositing waste, scrap metal, cardboard, e-waste, wood & yard waste and re-use materials.
2. Explains the processes, procedures and goals of the facility.
3. Move items if deposited in the wrong area to the correct area.
4. Assist with litter control.
5. Assist in the operations of the weigh scales; produces and records invoices (weigh slips) for users depositing material and maintains daily, weekly, and annual records of the operation of the Waste Site.
6. Communicates with the public in a professional and respectable manner.

The above generally describes the Landfill Assistant Summer Student responsibilities involved with the position however it is not intended to be an exhaustive list.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Student returning to school in the fall
2. A resident of Ontario and eligible to work in Canada
3. Communication skills
4. Excel and Word computer skills an asset
5. WHIMIS is an asset
6. Ability to lift up to 50 lbs

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JUDGEMENT REQUIREMENTS:

Demonstrate sound judgement to determine if the decisions regarding the operations of the Landfill are consistent with best practice, Ministry standards, Township’s policies, goals and objectives.

WORKING RELATIONSHIPS:

Internal: Landfill Attendant Lead Hand, Landfill Attendant, Manager of Public Works, Public Works Assistant, Roads Crew, Contractors, Health and Safety Committee, ReUse Centre Volunteers.
External: Service Providers and Rate Payers.

WORKING ENVIRONMENT:

The working conditions for the Landfill Assistant are:

- 1. Strict adherence to policies and procedures.
- 2. Both inside and outside work in all seasons.
- 3. Possible exposure to hazardous materials.
- 4. Work is performed in noisy, dirty, hot and cold conditions.

SALARY RANGE: Student Minimum Wage \$16.60
General Minimum Wage \$17.60

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