Job Description

Landfill Attendant

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Landfill Attendant directs public activity and collects user fees from customers at Regional District of Central Kootenay Resource Recovery facilities and ensures the site and buildings are kept in a safe, secure and orderly manner.

ROLE AND RESPONSIBILITIES:

As a Landfill Attendant, responsibilities include, but are not limited to:

1. Prepare site for opening each working day in accordance with established hours of operation for each facility.
2. Collect user fees as established by RDCK Bylaw by way of a volume or scale based system where provided.
3. Perform litter control within the perimeter of the facility. Perform snow shoveling and sanding/salting of ice adjacent attendant's work areas as required seasonally. Maintain all site facilities in a clean and orderly manner.
4. View and assess incoming loads of material. Direct the customer to the proper area for disposal of the waste or recyclables. Encourage waste to be separated under the categories established in the User Fee Schedule. Ensure customer adherence to facility regulations as established by RDCK Bylaw.
5. Record all customer transactions using computer or ticket book as provided, offering receipt to all customers.
6. Submit regular cash deposits and paperwork as per the Regional District accounting procedures. Maintain float at all times at amount issued by the RDCK.
7. Ensure the Yard and Garden Compost area is kept free of contaminates and that the Green Wood (branches, pruning) piles are segregated from other wood waste.
8. Report any facility safety or operational deficiencies or any unusual activity to the supervisor and complete Daily Log Book to record and share info with other employees. Report obvious Contractor deficiencies to the Supervisor.
9. Review communications from RDCK office and post in the workplace as may be required. This includes but is not limited to bylaws, policies, memoranda, reports, etc.
10. Complete scheduled month end reports and inventories and submit to Supervisor. Complete 1st Aid reports, WCB forms and incident/complaint forms at the time of occurrence and submit to Supervisor.
11. Deal with customers using the facility in a safe, courteous, and professional manner.

12. Ensure that the public has vacated the facility and that building(s) and gates are locked at the end of each working day. Perform the employee safety call- in procedures at beginning and end of shift.
13. Visually inspect gates, safety railings, and public tipping area on a daily basis and report any deficiencies.
14. Monitor bin fullness and inform contractors or drivers of bin fullness following each working shift.
15. Responding as may be required as per emergency and 1st Aid procedures. Participating and / or qualifying in safety and other training as provided by the employer.
16. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Demonstrated ability to deal courteously and effectively with the public.
- Proven ability to count large amounts of cash and balance cash out and float.
- Demonstrated ability to understand and adhere to RDCK policies, bylaws and cash and bookkeeping procedures.
- Demonstrated ability to work independently and outdoors.
- Proven ability to lift 18 kilograms and carry for 5 meters.
- Willingness and demonstrated ability to maintain Level One Occupational First Aid certification.
- Basic computer skills including MS Outlook & Internet Explorer and demonstrated ability to learn new software programs such as Pacweigh.
- Must maintain a valid BC drivers license and possess reliable transportation.
- Satisfactory Criminal Records Check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Independent decision making, problem solving and analytical skills.
- Ability to communicate effectively with the public and staff, both verbal and written.
- Strong inter-personal skills and comfort dealing with people in a fast-paced environment.
- Ability to work independently in isolated or remote work environments, demonstrating sound judgment and initiative.
- Exceptional customer service skills.
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date