



## Rural Municipality of Lac du Bonnet

<b>Job Title:</b>	Transfer Station Attendant	<b>Job Category:</b>	Level 1
<b>Department/Group:</b>	Environmental Health	<b>Date of last revision:</b>	November 1, 2021
<b>Location:</b>	RM of Lac du Bonnet	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Permanent Part Time/Seasonal Position
<b>Reports To:</b>	Public Works Manager	<b>Date posted:</b>	Not applicable
<b>Will Train Applicant(s):</b>	External/Internal Resources	<b>Posting Expires:</b>	Not applicable
<b>External posting URL:</b>	N/A		
<b>Internal posting URL:</b>	N/A		

**Applications Accepted By: N/A**

**FAX OR E-MAIL:**

Subject Line:

Attention:

**MAIL:**

### **Job Description**

#### **JOB SUMMARY**

THE TRANSFER STATION ATTENDANT PROVIDES A VARIETY OF DUTIES CONSISTENT WITH THE OVERALL GOALS OF THE ENVIRONMENTAL HEALTH DEPARTMENT. THE TRANSFER STATION ATTENDANT WILL COLLABORATE WITH OTHER ON-SITE EMPLOYEES AND PUBLIC WORKS DEPARTMENT EMPLOYEES ASSIGNED TO VARIOUS DUTIES ON THE SITE. THE POSITION WILL RESPOND TO VARIOUS CUSTOMER SERVICE REQUESTS. THE TRANSFER STATION ATTENDANT WILL SUBMIT VARIOUS REPORTS AND RECORDS INFORMATION AS REQUIRED FOR THE SAFE AND EFFICIENT OPERATION OF THE ASSIGNED TRANSFER STATION.

#### **JOB RESPONSIBILITIES**

##### **CUSTOMER SERVICE**

- Responds to customer inquiries, direct and educate customers to proper waster locations and recycling facilities
- Check loads to ensure compliance with Municipal By-laws
- Process payments as per RM policies and procedures
- Greeting customers in a respectful and courteous manner

##### **Duties and Responsibilities**

- Responsible for the safe and efficient operation of the Transfer Station Site
- Adhere to all safety procedures and protocols



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- Ensure no scavenging for profit takes place
- Maintenance of pump house and fire hoses
- Communicate effectively with other attendants and scale house
- Operate and oversee burn pits in accordance with the Burn Pit Directive
- Adhere to the Municipal Transfer Station Bin Protocol
- Ensure Transfer Station is neat, organized and orderly including the scale house and other buildings
- Follow all Product Care procedures and processes
- Operate Ecocentre and used oil program
- Comply with opening and closing procedures
- Track Access Cards manually and process cash transactions at 214 Transfer Station

### Documentation

- Complete daily time cards
- Report all incidents according to RM policies

### SKILLS, JOB KNOWLEDGE AND QUALIFICATIONS

#### JOB KNOWLEDGE

- Possess and maintain a Class 5 Drivers License
- Ability to work shift work and overtime when required
- Good communication and interpersonal skills
- Ability to adapt to technological changes and improvements
- Willing to participate in training and self-development programs
- Applied knowledge of Workplace Health and Safety Procedures
- Must be physically capable of performing the duties of the position in all types of weather.
- High School Diploma or G.E.D.
- First Aid CPR and other certification as required for the safe handling of product

Reviewed By:	Chief Administrative Officer	Date:	March 26, 2021
Approved By:	Chief Administrative Officer	Date:	Click here to enter a date.
Last Updated By:	Public Works Manager	Date/Time:	