

TRI R COMMITTEE

JOB DESCRIPTION

January 18, 2010

JOB TITLE: _____ LANDFILL/RECYCLING ASSISTANT

DEPARTMENT: _____ LANDFILL/RECYCLING

SUPERVISION: _____ LANDFILL/RECYCLING SITE MANAGER

RESPONSIBILITIES

1. Greet, direct and assist public as they enter the landfill/recycling centre, having regard for people with disabilities.
 - a. Educate the public and promote the recycling of acceptable materials, including participation in public visitation.
 - b. Ensure incoming recyclable items are placed in the appropriate areas.
 - c. Ensure incoming waste, construction materials, clean wood and scrap metal are placed in the appropriate areas. This requires accompanying people to the burn and scrap area to ensure no unacceptable items are dropped here, 'no scavenging' is taking place and to provide assistance unloading items.
 - d. Verify the appropriate tipping fees are paid and receipted.
 - e. Ensure the waste coming into the site is placed within the footprint and in a manner so as to minimize the operating face to an area no larger than 30' X 30' at any given time.
2. Perform daily equipment inspections prior to using equipment including, circle checks, topping of fluids as required, and advising the Landfill/Recycling Site Manager if something requires further attention.
 - a. Load and operate magnetic separator and baling equipment in a safe manner.
 - b. Operate the compactor on waste inside the designated footprint to get maximum compaction of waste.
 - c. Ensure the current operating face is covered at the end of each day.

3. Maintain the outside of the recycling building, the re-use area, glass building to the front gates keeping this area clear of debris such as plastic bags, etc..
 - a. Assist the Landfill/Recycling Site Manager with overseeing the re-use area, keeping it in a neat and tidy fashion and controlling and recording the items going into this area.
 - b. Collect and control wind blown and dragged debris at site and adjoining properties to the site.

4. Have regard for public safety and protection of municipal property through conscientious attention to condition of facility.
 - a. Monitor bear activity and minimize risk of interaction with public.
 - b. Work safely, following established Health and Safety policies and procedures.

SKILLS

Good communication and public relations skills required. Experience in operating and routine inspections of magnetic separating and baling equipment. Ability to keep records. Three to six months on-the-job experience to perform job adequately.

EFFORT

Ability to deal with the public, handle complaints and provide information. Alertness to operate equipment and machinery safely. Ability to work in a busy, noisy and odorous environment.

WORKING CONDITIONS

Landfill environment - dirty, dusty, odorous and sometimes noisy. Variety of tasks to perform and contact with public alleviates monotony of routine tasks. Safety equipment required - hard hats, safety shoes, eye protection, ear protection, safety vests, etc.