

TRI R COMMITTEE

JOB DESCRIPTION

January 18, 2010

JOB TITLE: LANDFILL/RECYCLING SITE MANAGER

DEPARTMENT: LANDFILL/RECYCLING

SUPERVISION: LANDFILL/RECYCLING ADMINISTRATOR

PRIMARY FOCUS

Responsible for the efficient and effective operation of the Landfill/Recycling operation, ensuring compliance with the Certificate of Approval and the Occupational Health and Safety Act.

MAJOR RESPONSIBILITIES

1. Manage the daily operation following the requirements of the Certificate of Approval as set out by the Ministry of the Environment.
 - a. Operating face of waste kept to minimum.
 - b. Compaction of waste and daily application of cover.
 - c. Document and record various activities pertaining to site management.
 - d. Document and record quantity and type of material entering the site.
2. Maintaining safety standards and legislative requirements.
 - a. Provide direction and assistance to Landfill/Recycling staff on a daily basis.
 - b. Ensure public safety and protection of municipal property through conscientious attention to condition of facility.
 - c. Establish safe and orderly flow of traffic through site, organizing staff to accommodate busy cycles.
 - d. Monitor and record equipment inspections, including circle checks, fluids and contacting administrator if further attention is required.
 - e. Oversee and participate in training and use of all landfill and recycling equipment.
 - f. Supervise and schedule trucks for shipping of recycling and deliveries.

- g. Establish, participate in and maintain general housekeeping of site, building, and surrounding properties.
- h. Participate in the establishment of Health and Safety policies and procedures and ensure compliance through on-going training, documentation and reporting.

GENERAL RESPONSIBILITIES

- 3. Control and deposit fees and monies for the sale of re-use items, garbage bag tags and tipping fees collected at the site.
- 4. Manage time sheets, work schedules, and vacation time with assistance from Landfill Administrator.
- 5. Ensure staff provide accurate and timely communication with the public using the site, and have regard for people with disabilities.
- 6. Assist with "Promotion and Education" material.
- 7. Attend TRI R Committee meetings as required by the Administrator.
- 8. Any other duties as required by Landfill Administrator and Committee.

SKILLS

Communication and public relations skills required. Direction and supervision of staff. Experience in operating and inspecting landfill/recycling equipment. Ability to keep records. Three to six months on-the-job experience to perform job adequately. Administrative skills are required, including computer operation.

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. Ability to direct and make decisions within scope of responsibility.

WORKING CONDITIONS

Landfill environment - dirty, dusty, odorous and sometimes noisy. Variety of tasks to supervise and perform; contact with public alleviates monotony of routine tasks. Safety equipment provided, with the exception of safety boots, which must be supplied by the employee.