



## **Transfer Station Attendant– Job Description**

### **Position Summary**

Reporting to the Supervisor, Waste Management, the Transfer Station Attendant will be responsible for overseeing the day-to-day operations of the waste transfer station and assist residents with waste classification to properly dispose of waste materials in a safe and efficient manner. Maintain the site and equipment, adhere to safety protocols and report bin levels for emptying to ensure a clean and hazard-free work environment. Keep attendance records and weigh scale numbers of waste arrivals, if applicable, to the site. Transfer sites are located both on land and water. A marine vessel will be provided for access to the water based sites.

### **Preferred Knowledge, Skills and Abilities**

- High School diploma preferred.
- Applicants must have reliable transportation and will be required to work on weekdays, weekends and holidays through the summer.
- Possess and maintain a valid Ontario Class “G” Driver’s Licence and Pleasure Craft Operating Licence required a must.
- Navigation knowledge of the South Channel between Parry Sound and San Souci a must.

### **Position Description**

- Responsible for the security of the Transfer Station site. This includes unlocking and locking the gate and operating any security measures in place.
- Maintain a record of all people using the station. This record will serve to track overall usage, time of influx, as well as to enforce policies.
- Collect user fees from rate payers and contractors who have construction and demolition material, or large items using the Townships payment methods. Submit tags and invoices in a timely manner.
- Assist people in the proper disposal of their waste. Answer questions on the recycling program and provide handouts if requested.
- Identify, separate and report any potentially hazardous or prohibited waste dropped off at the station.
- Operate small equipment including generators, compaction rams and small hand tools for waste and property maintenance.

- Correctly dispose of waste at the Station.
- Ensure lidded bins are properly closed and the site is safe and tidy at the end of each day.
- Rake and/or litter pick-up as necessary, properly dispose of all waste left lying around the site.
- Inspection of the facility per shift, for refuse, obstacles, maintenance concerns etc. Take appropriate action to keep site clean and safe.
- Change the fire rating sign as per Supervisor's instructions.
- Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Supervisor.
- Assist at the Wharf, if/when requested, for various tasks such as Large item day, pump outs, opening, and closing.
- Conduct all other relevant duties as requested by the Supervisor.
- Operate in a safe manner and comply with the Occupational Health and Safety Act requirements and township safety policies.
- Perform other duties as assigned.