

The Township of Huron-Kinloss

POSITION DESCRIPTION

| Position Title: LANDFILL OPERATOR-IN-CHARGE | | | |
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| Reports to: | Manager of Environmental Services | Last Revision Date | October 2024 |
| Department: | Public Works | Positions Supervised: | None |
| Position Status: | Full Time | Job Grade: | |
| Nature and Scope of Position: | | | |
| Responsible for the general maintenance and daily operations of the landfill sites (Huron and Kinloss). | | | |
| Key Result Areas | Major Responsibilities | | Success Indicators |
| Delivery of Programs and Services | <ul style="list-style-type: none"> Organizes and oversees the daily operation and maintenance at the Huron-Kinloss landfill site. Monitors access to landfill during non-business hours. Monitors filling of landfill fill areas and schedules construction of new fill areas. Maintains the landfill site in a clean and safe manner and follows health and safety practices. Maintains and ensures proper sorting of materials ie: tires, brush and steel etc. Responsible for assigning work for Landfill staff. | | <ul style="list-style-type: none"> Landfill fill areas are constructed and maintained accordingly Landfill and equipment maintained in a clean and safe manner. Landfill secure during non-business hours. |

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| | <ul style="list-style-type: none"> • Schedules repairs of landfill equipment by outside contractors. • Operation of the Landfill is conducted in a safe and efficient manner | <ul style="list-style-type: none"> • Materials are sorted accurately. • Work is scheduled appropriately • Health and safety standards are met |
| Administration | <ul style="list-style-type: none"> • Responsible for record keeping; e.g., vehicle maintenance logs, fuel consumption reports, etc. • Maintains schedule for recycling of Ewaste, bale wrap, steel, and tires | <ul style="list-style-type: none"> • Records and schedules are accurate and up to date. |
| Teamwork | <ul style="list-style-type: none"> • Works cooperatively with team members and staff in other departments • Provides support and back up to other staff in department as necessary. • Assists in establishing, maintaining and achieving goals, objectives and work plans. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures. | <ul style="list-style-type: none"> • Adheres to corporate and departmental policies and procedures. • Successful completion of WHMIS and Health and Safety Training. • Attendance at and completion of all training required by the Township of Huron-Kinloss. |

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| Public Relations/Customer Service | <ul style="list-style-type: none"> • Demonstrates a strong public service orientation. • Responds promptly to public queries and requests. • Resolves public concerns and complaints or refers to supervisor or appropriate Department Head. • Responsible for ensuring customer service, workplace safety and seeks out best practices. | <ul style="list-style-type: none"> • Responds to internal and external inquiries in a timely professional manner |
| Other related duties as assigned. | | |
| Qualifications | | |
| <p>Education:</p> <ul style="list-style-type: none"> • Training in the operation of specialized equipment | | |
| <p>Experience:</p> <ul style="list-style-type: none"> • Working with the public • Operating equipment | | |
| <p>Skills:</p> <ul style="list-style-type: none"> • Supervision skills • Valid drivers licence • Ability to work alone, or in a team • Attention to detail • Strong Communication skills, in regards to staff, supervisor, contractors and the general public • Good organizational skills • Mental alertness, and hand eye coordination | | |

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Physical 'Effort & Working Conditions

- Work is typically performed in an environment with regular exposure to hazards.
- The mental effort requires a reasonable degree of concentration on a variety of activities.
- There are many interruptions.
- Problems to be addressed require routine problem solving.
- Required to interact politely and effectively with the general public.
- Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.
- Work generally has a moderate risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.