



## The Corporation of the Township of Drummond/North Elmsley

### JOB DESCRIPTION

**POSITION TITLE: LANDFILL ATTENDANT LEAD HAND**

**POSITION PURPOSE:**

Responsible for the operation of the Landfill weigh scales, covering and compaction, calculating and recording financial transactions, interacting with waste site customers, and maintaining the security of the Landfill Site. Hours include Monday, Tuesday and Friday from 9:30 a.m. – 5:00 p.m. Saturday (November to April) 9:30 a.m. - 1:00 p.m. and Saturday (May - October) 8:30 a.m. - 3:00 p.m. With an additional 4 hours on Thursdays

**REPORTING RESONSIBILITIES:**

The Landfill Attendant Lead Hand reports directly to the Public Works Manager or designate.

**POSITION RESPONSIBILITIES:**

The major responsibilities of this position include, but are not limited to:

**Landfill Attendant Responsibilities:**

1. Operates the weigh scales; produces and records invoices (weigh slips) for users depositing material and maintains daily, weekly, and annual records of the operation of the Waste Site.
2. Operates the waste disposal area, including equipment necessary for the placement and compaction of waste deposited at the site.
3. Handles cash transactions from site users and maintains a working cash balance for daily operations. Makes daily submissions to the Finance Department.
4. Screens and directs users of the landfill depositing waste, recycling, wood & yard waste and re-use materials.
5. Explains the processes, procedures and goals of the facility.
6. Monitors stock required for the efficient operation of the site.
7. Interacts regularly with Township staff and contractors.
8. Communicates with the public in a professional and respectable manner.
9. Ensuring Litter Pick-up and Landfill and Scale House is kept tidy
10. Interact with Ministry of Environment and Ministry of Labour Officials, and Contractors.
11. Cover Waste on Thursdays after waste is brought by contractor on Wednesdays/Thursdays
12. Clears snow inside the waste site, as required.

<b>TOWNSHIP OF DRUMMOND/NORTH ELMSLEY Job Description</b>	<i>Job Title:</i> <b>Landfill Attendant</b>	<i>Revision Date:</i> <b>November 2025</b>
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The above generally describes the Landfill Attendant responsibilities involved with the position however it is not intended to be an exhaustive list.

#### **KNOWLEDGE/QUALIFICATIONS AND SKILL REQUIREMENTS:**

1. Secondary School Diploma
2. DZ License with ability to operate heavy equipment, experience plowing snow on Township roads is an asset
3. Experience with cash handling and the preparation of invoices preferred.
4. Public relation skills an asset.
5. Successful Criminal Record Check.
6. Excel and Word computer skills an asset.
7. WHIMIS
8. Knowledge of various Statutes and Acts such as Occupational Health and Safety Act, Environmental Act, etc.

#### **JUDGEMENT REQUIREMENTS:**

Demonstrated sound judgement to determine if the decisions regarding the operations of the Landfill are consistent with best practice, Ministry standards, Township's policies, goals and objectives.

#### **WORKING RELATIONSHIPS:**

Internal: Manager of Public Works, Public Works Supervisor, Public Works Coordinator, Roads Crew, Contractors, Health and Safety Committee, ReUse Centre Volunteers, Landfill Attendant

External: Service Providers, Rate Payers, Ministry Officials.

#### **WORKING CONDITIONS:**

The working conditions for the Landfill Attendant are:

1. Strict adherence to agency confidentiality policies and procedures.
2. Both inside and outside work in all seasons.
3. Possible exposure to hazardous materials.
4. Work is performed in noisy, dirty, hot and cold conditions.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

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