



## CORPORATION OF THE TOWNSHIP OF MCKELLAR

### **JOB DESCRIPTION- Transfer Station Attendant**

Prepared:	January 2025
Department:	Public Works
Reports to:	Public Works Superintendent
Supervises:	Directly: None.
Wage:	\$25.78 per hour, working hours described below.

### **POSITION SUMMARY**

The Transfer Station Attendant is responsible for enforcing Township By-laws related to the use of the waste transfer site, ensuring proper disposal of waste materials (e.g., garbage, brush, metals) in designated areas, and maintaining cleanliness at the site. The role includes monitoring authorized users, ensuring timely opening and closing of gates, and reporting non-compliance to the Public Works Superintendent. The Attendant also aids in directing users on sorting recyclable materials, collects waste fees, and ensures proper transfer bin management.

### **DUTIES and RESPONSIBILITIES**

#### Responsibilities

#### Functional

- a) Enforces Township By-laws regulating the use of the waste transfer site, i.e. ensures garbage, brush, metals, etc. are dumped in the appropriate designated areas;
- b) Calls waste contractors for bin pick-ups prior to the bins being at capacity;
- c) Maintains cleanliness of the waste transfer site area by picking up loose garbage, papers, etc;
- d) Responsible for the security of the waste transfer site; and opening and closing of gates on time;
- e) Monitors users of the waste transfer site to ensure they are authorized users;
- f) Maintains a daily report of transfer bin lifts;
- g) Reports anyone to Public Works Superintendent not adhering to Ministry of the Environment and Council requirements;
- h) Aids verbally in the sorting of recyclable materials to be deposited in the appropriate transfer bins and compactors;
- i) Ensures all acceptable refuse entering the waste transfer site gates is deposited in the designated transfer bins;
- j) Ensures that all transfer bins are exchanged in a timely and acceptable manner;
- k) Collects waste fees as per fees schedule, issues receipts for payment and forwards proceeds to Administrative Assistant or Treasurer for deposit;
- l) Performs other related duties as assigned;
- m) Conforms to Provincial and Municipal Health and Safety policies;
- n) Conforms to municipal policies and by-laws.



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### Human Resources

- a) Generally works independently; students are hired to help during busy summer months. Not responsible for the supervision of students/staff.

### Material Resources

- a) The incumbent is required to operate a shovel, pitchfork, rake, and snowblower.

### Knowledge

- a) A knowledge of various recyclable material categories.

### Interpersonal Skills/Contacts

- a) Internal: able to convey clearly and concisely any information, problems or suggestions to Public Works Superintendent;
- b) External: required to be polite and tactful when dealing with the public.

## DEMANDS AND WORKING CONDITIONS:

### Physical Environment

- a) The incumbent is exposed to a variety of seasonal weather conditions;
- b) The incumbent is exposed to odors from garbage.

### Psychological Environment

- a) May be exposed to abuse from the public;
- b) Occasional dealings with emotionally difficult situations.

### Physical

The incumbent must be in good physical condition.

### Mental

Judgement must be exercised in the use of initiative to work without direct supervision. Access is available to the Public Works Superintendent for advice and information regarding established policies and procedures. Ability to prioritize duties.

## HOURS OF WORK:

### **Winter Hours (September 16<sup>th</sup> to April 14<sup>th</sup>) – 28 hours per week**

Mondays, Wednesdays, Saturdays & Sundays 9:00 a.m. to 4:00 p.m.

### **Summer Hours (April 15<sup>th</sup> to September 15<sup>th</sup>) – 32 hours per week**

Mondays & Saturdays 9:00 a.m. to 4:00 p.m.

Wednesdays & Sundays 9:00 a.m. to 7:00 p.m.