

**EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2025-25 LANDFILL SCALE ATTENDANT (Permanent, Full-Time)**

The Town of Hanover is recruiting a friendly, service-oriented individual with strong customer service and payment processing skills to join the Public Works Landfill team in the position of Landfill Scale Attendant.

This position primarily operates the landfill scale, and also provides regular cleaning services for department facilities.

Reporting to the Public Works Foreman, responsibilities include but are not limited to:

- Providing a high-level of customer service for all visitors to the landfill site
- Operating the landfill scale and related software program, including categorizing material, determining and accepting payments, balancing payments, and maintaining customer information within the system
- Checking the contents of vehicles and trailers to ensure landfill site rules are followed and Ministry of the Environment standards are maintained
- Advising customers of landfill policies, proper disposal, and diversion programs
- Maintaining a safe, clean, secure and organized landfill site
- Resolving issues and responding to complaints or inquiries from the public
- Completing and maintaining documentation and performing administrative functions for the department
- Regularly cleaning the landfill trailer and other Public Works facilities, such as sweeping, mopping, bathrooms, break rooms and office areas.
- Ensuring departmental functions are completed with the utmost regard for health and safety, and in compliance with the Occupational Health and Safety Act

Knowledge, Skills & Experience

- Valid Ontario 'G2' or higher driver's license in good standing
- Ontario Secondary School Diploma or equivalent an asset
- Six months experience in customer service, collecting and receiving payments
- Clerical work directly related to landfill operations is an asset
- Experience with Keystone or other financial databases is an asset
- Must be comfortable with use of computers and calculating and processing both manual and electronic payments
- Excellent customer service, teamwork, multitasking, organizational and communication skills are required
- Ability to read, understand and apply Town regulations pertaining to the operation and use of waste disposal sites; keep accurate, complete records according to prescribed procedures; explain and enforce regulations, policies, and procedures in a tactful manner
- Must be willing and able to work both weekdays and weekends on a consistent basis dependent upon hours of operation (presently Tuesday to Saturday)
- Must be capable of carrying out the physical bona fide occupational responsibilities of the role

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Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated hourly rate is \$20.72 to \$24.09.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-25 by email, mail, or in person by 4:00pm on Thursday, August 7, 2025 to:

**Human Resources
Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: January 2018

Reviewed: July 2025

Reviewed By: Director of Development & Infrastructure

Position Title:	Landfill Scale Attendant
Department:	Development & Infrastructure - Public Works
Reports to:	Public Works Foreman
Supervises:	Directly: None Indirectly: None
Position Status:	Full-time
Location:	Hanover/Walkerton Landfill Site, 868 County Rd 4, Hanover
Pay Method:	Salary based on established hourly rate
Normal Work Week:	35 hours per week (generally Tuesday to Saturday)
Management Status:	Non-management; non-supervisory
Remote Work Eligibility:	Not eligible

Position Summary

The Landfill Scale Attendant is responsible for maintaining a high standard of customer service, categorizing and weighing material delivered to the landfill site, and applying applicable charges as per the municipal rates and fees by-law. The Landfill Scale Attendant provides direction for sorting of materials and acceptance of commodities as per established landfill site policies, completes documentation, and maintains a safe and orderly landfill site. This position also provides regular cleaning services for various public works facilities.

Duties and Responsibilities

Operations

- a) Provides excellent customer service while helping customers dispose at the landfill.
- b) Checks vehicles as they enter the scale area to determine source and logs information.
- c) Accepts appropriate materials delivered to the landfill site from residents of the Town of Hanover and/or Walkerton.

- d) Confirms the type of incoming materials with customers and directs them to the location for proper disposal.
- e) Operates the landfill weigh scale, and accepts and processes payments in accordance with the municipal rates and fees by-law.
- f) Provides direction regarding acceptance of commodities, disposal and cost.
- g) Keeps up to date with established landfill site and corporate policies.
- h) Provides information on landfill disposal and diversion programs (i.e. composting, e-waste, hazardous waste, recycling, etc.).
- i) Corresponds with the Public Works Foreman regarding source and commodity verification and reports concerns of landfill operations.
- j) Works with staff and public coordinating activities at the site.
- k) Works safely and efficiently with materials being delivered, with particular consideration for materials that require specific handling and disposal.
- l) Makes timely decisions and works with staff and the public to maintain efficient and effective activities at the site.
- m) Resolves issues related to areas of responsibility; directs unresolved customer complaints and requests to the Public Works Foreman.
- n) Monitors recycling area and arranges for any non-scheduled collection.
- o) Is alert to unusual material entering the site and advises the site operator.
- p) Checks the contents of vehicles and trailers to ensure landfill site rules are followed and Ministry of the Environment standards are maintained.
- q) Operates a software program to provide for quantity determination and categorization as well as pricing.
- r) Addresses inquiries regarding landfill site operations and provides contact information for other sites and areas as appropriate.
- s) Advises of supplies required for site trailer with Public Works Foreman.
- t) Provides regular cleaning support for the landfill trailer and other Public Works facilities, such as sweeping, mopping, bathrooms, break rooms and office areas.
- u) Completes and maintains required documentation and performs administrative functions for the department.

- v) Assists with regular landfill site cleanup and other activities which arise.

Spending, Budgets & Internal Control

- a) Enters information to operate the landfill scale program including, vehicle license plate, complete weigh-ins, weigh-outs, category, source to determine applicable charges and create receipts.
- b) Operates landfill weigh scales.
- c) Accepts payment for gate fees by cash, debit, and cheque or on account.
- d) Balances cash receipts, debit and delivers payment to the municipal office daily.
- e) Performs daily backup of information for all chargeable accounts and delivers to the municipal office.
- f) Sets up accounts to categorize materials for varied construction projects.

Health & Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to employees. Implements and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Maintains the site trailer in a clean, safe and sanitary condition.
- b) Ensures the site trailer is locked and secured at closing each business day.
- c) Complies with policies and procedures set out by the Town.
- d) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licenses:

- Ontario Secondary School Diploma or equivalent is an asset
- Valid Ontario 'G2' or higher Driver's Licence in good standing

Experience:

- Six (6) months experience in customer service, collecting and receiving payments
- Clerical work directly related to landfill operations is an asset
- Experience operating Keystone or other financial databases is an asset

Skills and Abilities:

- Must be comfortable with use of computers and calculating and processing both manual and electronic payments
- Ability to read, understand and apply Town regulations pertaining to the operation and use of waste disposal sites; keep accurate, complete records according to prescribed procedures; explain and enforce regulations, policies, and procedures in a tactful manner
- Excellent customer service, multitasking and organizational skills
- Strong interpersonal, teamwork, verbal and written communication skills
- Must be physically capable of carrying out the bona fide occupational responsibilities of the position
- Must be willing and able to work both weekdays and weekends dependent upon hours of operation

Physical Demands and Working Conditions

- Work is performed in an office setting with the requirement to work outdoors to provide checking of materials and/or site cleanup, which may include exposure to inclement weather.
- Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.
- May be required to serve a high volume of customers for an extended period of time
- Light to moderate physical work; work requires lifting, reaching, standing, walking, crouching pushing, pulling, twisting, and bending.

Contacts

Internal:	Public Works Foreman (daily) Landfill Staff (daily) Manger of Public Works & Projects (weekly) Director of Development & Infrastructure (weekly) Administration Staff (weekly)
External:	General Public (daily) Contractors (daily)
Public Relations:	None

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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