

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2024-22 LANDFILL GATE ATTENDANT (Permanent, Part-Time)

The Town of Hanover is recruiting a service-oriented individual who enjoys working outdoors to join the Public Works Landfill team in the position of Landfill Gate Attendant.

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
- Reviewing incoming material and advising customers of the proper disposal location
- Maintaining a safe, clean and organized landfill site
- Providing information on landfill disposal and diversion programs, such as composting, e-waste, hazardous waste, and proper recycling
- Responding to and resolving complaints or inquiries from the public, or escalating issues to the Public Works Foreman, as required
- Ensuring departmental functions are completed with the utmost regard for health and safety, and in compliance with the Occupational Health and Safety Act
- Providing backup services for the Landfill Scale Attendant to operate the scale computer program, assist customers, and process payments

Knowledge, Skills & Experience

- Valid Ontario 'G' driver's license in good standing
- Ontario Secondary School Diploma or equivalent an asset
- Valid Standard First Aid/CPR certification is an asset
- Similar experience or direct experience is an asset
- Must be capable of carrying out the physical bona fide occupational responsibilities of the role
- Must be comfortable with and able to work outdoors in varying weather conditions
- Must be comfortable with the use of computers and processing payments
- Excellent customer service, multitasking, organizational and communication skills are required
- Must be willing and able to work both weekdays and weekends dependent upon hours of operation (presently Tuesday, Thursday, Friday and Saturday)

Remuneration as per the current Town of Hanover Salary Grid, Grade 2.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2024-22 by email, mail, or in person by 4:00pm on Thursday, September 19, 2024.

Human Resources
Town of Hanover
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hr@hanover.ca

Posting #2024-22
Issued: September 6, 2024
Internal & External



**EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2024-22 LANDFILL GATE ATTENDANT (Permanent, Part-Time)**

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: September 2024
Reviewed By: Director, Public Works

Position Title:	Landfill Gate Attendant
Department:	Public Works
Reports To:	Public Works Foreman
Supervises:	Directly: None Indirectly: None
Position Status:	Part-time
Location:	Hanover/Walkerton Landfill Site, 868 County Rd 4, Hanover, ON
Pay Method:	Hourly
Normal Work Week:	16-28 hours per week regularly and occasionally up to 35 hours
Management Status:	Non-management
Remote Work Eligibility:	Not eligible

Position Summary

The Landfill Gate Attendant is responsible for the provision of excellent customer service and maintaining a safe and orderly landfill site.

Duties and Responsibilities

Operations

- a) Confirms the type of incoming material with customers and directs them to the location for proper disposal.
- b) Categorizes material for varied construction projects.
- c) Monitors the recycling area and advises of any non-scheduled collection.
- d) Corresponds with the Public Works Foreman and/or Director of Public Works regarding source and commodity verification and reports concerns of landfill operations.
- e) Works safely and efficiently with materials being delivered, with particular consideration for materials that require specific handling and disposal.
- f) Provides information on landfill disposal and diversion programs (i.e. composting, e-waste, hazardous waste, recycling).
- g) Makes timely decisions and works with staff and the public to maintain efficient and effective activities at the site.

- h) Resolves issues related to areas of responsibility; directs unresolved customer complaints and requests to the Public Works Foreman.
- i) Provides excellent customer service while helping customers dispose at the landfill.
- j) Assists in maintaining the general cleanliness and organization of the site.
- k) Provides backup services for the Landfill Scale Attendant to operate the scale computer program, assist customers, and process payments.

Health & Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Complies with policies and procedures set out by the Town.
- b) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Ontario Secondary School Diploma or equivalent an asset
- Valid Ontario 'G' Driver's License in good standing
- Valid Standard First Aid/CPR certification an asset

Experience:

- Previous similar experience an asset.

Skills and Abilities:

- Excellent customer service, multitasking, and organizational skills
- Strong interpersonal, verbal and written communication skills
- Comfortable working in varying outdoor weather conditions
- Must be physically capable of carrying out the bona fide occupational responsibilities of the position
- Must be comfortable with the use of computers and processing payments
- Must be willing and able to work both weekdays and weekends dependent upon hours of operation

Physical Demands and Working Conditions

- Required to deal with a high volume of customers for extended periods of time.
- Light to moderate physical work, requiring the exertion of up to 60lbs occasionally, and up to 20lbs of force frequently; work requires climbing, reaching, standing, walking, pushing, pulling, lifting, and bending.
- Work is performed mostly outdoors and is subject to all types of weather conditions; worker may be exposed to hazardous materials and may be required to wear personal protective equipment.

Contacts

Internal: Public Works Foreman (daily)
 Landfill Staff (daily)
 Director of Public Works (weekly)
 Finance Staff (weekly)

External: General Public (daily)
 Contractors (daily)

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: