

Selwyn Township Job Description

Position: Landfill Site Supervisor / Equipment Operator	Page: 1 of 3
Reports To: Manager of Public Works	Date: January 2022
This Job Description is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

To oversee the operation and maintenance of the Township’s landfill sites and to provide a variety of general labour and maintenance services at the landfill sites and a variety of maintenance and construction services to municipal roads and facilities.

Duties and Responsibilities:

1. Responsible for the day-to-day operation and maintenance of the landfill sites and for the ongoing implementation of the closure and rehabilitation plan, in accordance with the Design and Operations Plan, the Annual Monitoring Reports and other applicable legislation/regulation.
2. Performs a variety of general maintenance services to ensure that the waste site is maintained in a safe and orderly fashion, including waste deposited at entrance gates and along roadsides.
3. Confirms dumping privileges and provides direction to users, ensuring that the Township waste management by-law and policies are adhered to.
4. Schedules and ensures recycling containers are full prior to removal.
5. Operates heavy equipment in order to cover and compact waste.
6. Ensures that Ministry of Environment legislation is adhered to and prepares reports regarding same.
7. Provides back up support of scale operations and related administrative duties to Scale House Operator.
8. Maintains good road conditions during winter months by sanding and salting roads and sidewalks, and snow plowing.
9. Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, sweeping roads, sidewalks and intersections.
10. Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle log book.

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Duties & Responsibilities: (Cont'd)

11. Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters.
12. Operates other equipment as required.
13. Attends meetings as required.
14. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
15. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation and to ensure that employees under his/her supervision adhere to the same.
16. Performs other duties and carries out special projects as assigned.

Supervision:

This position requires the incumbent to supervise and direct the work of the Landfill Site Attendant / Scale House Operator, Landfill Site Attendant / General Labourer and Scale House Operator and personnel assigned by the Manager of Public Works in regard to landfill site matters.

Contacts:

Internal: With the Manager of Public Works, Public Works Supervisor and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With consultants and Ministry of the Environment representatives to provide and obtain information with respect to the operation and maintenance of the landfill sites.

With contractors and suppliers to provide and obtain information to complete work assignments.

With the County of Peterborough to provide and obtain information with respect to the Recycling Program.

With the general public to provide information, ensuring polite and tactful relations.

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Working Conditions:

Exposure to hazards and inclement weather (e.g. chemicals, asbestos, acid and bacterial waste).

The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

Job Knowledge:

Grade 12 education with three years related experience in landfill operation and recycling.

Good knowledge of road construction, maintenance activities and safety procedures required.

Requires a valid class "D" driver's licence with "Z" endorsement.

Good organizational and communication skills.

Proven effective customer service skills.

Key Competencies:

- Accountability
- Adaptability/Flexibility
- Communication
- Customer Focus
- Decision Making
- Job Knowledge
- Leadership