

Selwyn Township Job Description

Position: Landfill Attendant / Scale House Operator	Page: 1 of 3
Reports To: Landfill Site Supervisor / Equipment Operator	Date: June 2025
This Job Description is: ____ New __x_Existing ____Revised	

Job Summary:

To provide a variety of general labour, maintenance services and scale house duties at the landfill sites and a variety of maintenance services to municipal roads and facilities.

Duties and Responsibilities:

1. Performs a variety of general maintenance services to ensure that the waste site is maintained in a safe and orderly fashion, in accordance with the design and operations plans and legislative requirements.
2. Provides regular back up support of scale operation and related administrative duties to the Scale House Operator, ensuring efficient flow of vehicles in and out of the landfill while providing good customer service.
3. Assists with the development and ongoing implementation of the landfill grading plan.
4. Confirms dumping privileges and provides direction to users, ensuring that the Township waste management by-law and policies are adhered to.
5. Schedules the removal of and ensures recycling containers are full prior to removal.
6. Operates heavy equipment in order to cover and compact waste.
7. Assists with the year round sidewalk maintenance program and performs winter maintenance duties for Township facilities.
8. Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, and roadside waste collection.
9. Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle log book.
10. Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters.
11. Performs cleaning and general maintenance duties for the Public Works Department.
12. Operates other equipment as required.

Township of Selwyn Job Description	
Position: Landfill Attendant / Scale House Operator	Page: 2 of 3

Duties and Responsibilities: (Cont'd)

13. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
14. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.
15. Performs other duties and carries out special projects as assigned.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Public Works Supervisor, Landfill Site Supervisor / Equipment Operator, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With service providers to provide and collect 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.

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.

Knowledge of road maintenance, landfill operation and maintenance activities, and safety procedures.

Township of Selwyn Job Description	
Position: Landfill Attendant / Scale House Operator	Page: 3 of 3

Requires a valid class “G” driver’s licence.

Proven effective customer service skills.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Job Knowledge
- Quality Orientation
- Teamwork & Cooperation