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**SITE ATTENDANT**

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**EXEMPT (Y/N):** No**SALARY LEVEL:** Grid 1, Band 6**LOCATION:** Sechelt and Pender sites**DIVISION:** Solid Waste Services**DEPARTMENT:** Infrastructure Services**SUPERVISOR:** Superintendent S.W. Operations**APPROVED BY:** Robyn Cooper**DATE:** Dec 2023**Replaces:** *Waste Monitor***DATE:** *January, 2011*

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**SUMMARY:** The Site Attendant works under the direct or indirect supervision of the Superintendent Solid Waste Operations and may receive work direction from the Site Supervisor when working at the Sechelt site. This position monitors waste being delivered to the working face and other designated management areas of the landfill site by waste haulers and the public. Acts as relief Scale Attendant as needed to ensure the safe, efficient and effective operation of the landfill site. Ensures delivery of service meets the expectations of internal and external customers and is in accordance with the appropriate regulatory requirements.

**KEY RESPONSIBILITIES** *include the following:*

1. To ensure that materials deposited meet with requirements of landfill site regulations, Regional District disposal bylaws and the terms of the Ministry of Environment permit
2. To separate wastes and remove contaminants from designated waste management areas
3. To provide information to the public and contractors with respect to regulations and guidelines for the landfill site
4. To maintain public areas of the landfill in a clean and tidy condition and in a manner that promotes public compliance with regulatory requirements.
5. To collaborate with the Scale Attendant to ensure safe, efficient and effective day-to-day operation of the site.
6. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include but are not limited to the following, other activities may be assigned:*

1. Inspects loads being delivered to or removed from the site. Directs traffic at site to appropriate areas for unloading; closes and opens bins as necessary to control loads.
2. Provides instruction and direction as needed to customers with respect to correct unloading of deposits or loading of recyclable materials for removal. Monitors use of paint shed and 'HAZMAT' shed to ensure

compliance with regulatory requirements. Monitors the use of and maintains the Share Shed.

3. Cleans areas around and under bins to remove tools and debris, empties garbage cans, rakes up nails and other materials to ensure bin areas are in a safe and orderly condition. Cleans up debris and litter along the road and around the yard, especially in visible areas.
4. Maintains communication via cell phone or radio with Scale Attendant on duty to arrange bin switching and removal, report dumping violations and to alert the Scale Attendant to any other operational problems. Contacts maintenance contractor as necessary to compact piles or remove contaminants in order to manage waste deposits.
5. Relieves Scale Attendant on an “as needed” basis that may include operating the computerized weigh scale.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual’s behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

- General Public
- Maintenance and recycling contractors

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager. In all cases, decisions made by the individual must be in the best interests of the organization and in keeping with the organization’s goals and objectives.*

- Ensuring that the materials are acceptable and deposited in proper areas
- Reporting violations of the regulations.

#### **PROBLEM SOLVING RESPONSIBILITY**

- Computer down-time
- Confrontational customers or violence from public.

**QUALIFICATION REQUIREMENTS** *to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the minimum knowledge, skill, and ability required.*

#### **EDUCATION AND TRAINING**

- Completion of Grade ten (10)
- Occupational First Aid Level 1 (OFA 1) or equivalent
- Valid BC Class 5 driver’s license
- Solid Waste Association of North America (SWANA) certification preferred

#### **EXPERIENCE**

Six (6) months experience in the following:

- Experience in labouring or outdoor work
- Experience in the provision of customer service

#### **OTHER SKILLS/KNOWLEDGE**

- Ability to operate or be trained to operate the computerized weigh scale
- Ability to learn and apply regulatory requirements pertaining to landfill operation

- Ability to defuse confrontational situations
- Ability to perform effectively as a member of the landfill team.

**MEASUREMENT DATA** *(to be used in combination with the SCRD Core Competencies)*

- All loads, recyclables and materials are deposited in the proper locations
- Public is assisted with tact and diplomacy
- All regulations and safety rules governing the landfill are adhered to
- Required reporting is completed
- Accurate recording and reporting of all fees and moneys collected and materials received and dispatched.

**SUPERVISORY RESPONSIBILITY**

- None

**OTHER INFORMATION**

- The work is physically demanding and includes standing, walking, lifting, bending and reaching.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.