

<b>Job Title:</b> Waste Management Attendant		<b>Pay Grade:</b> 3
<b>Department:</b> Engineering Services		<b>Reports To:</b> Supervisor–Comox Valley Waste Management Centre
<b>JJE Maintenance Review Date:</b> 2027	<b>Content Last Updated:</b> June 2018	<b>Position(s) supervised:</b> N/A

### JOB SUMMARY

The Waste Management Attendant operates the landfill scale, collects tipping fees, communicates on waste diversion initiatives and inspects all loads, including commercial, to ensure incoming waste is properly screened for prohibited and restrictive materials.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Greets the general public wishing to deposit refuse and provides information regarding landfill regulations, policies and processes.
2. Operates the weight scale, enters customer data into the database, determines tipping fees based on weight, collects fees, issues receipts, and provides correct change.
3. Directs the public to the appropriate disposal locations and visually screens the incoming waste to ensure prohibited and restrictive materials do not enter the general waste stream.
4. Monitors recycling and refuse bins and arranges to have them emptied as required.
5. Within defined limits, communicates to the public the regional district's regulations, policies and processes pertaining to the landfill operations and fee schedules.
6. Balances receipts and cash at end of work day, conducts data downloads and prepares sales summary and bank deposit in accordance with the accounting department procedures.
7. Performs routine maintenance and housekeeping of the facilities, scale and surrounding area including but not limited to litter picking and mowing
8. Utilizes small equipment as required for routine grounds maintenance and housekeeping.
9. Maintains site in clean and orderly conditions at all times.
10. Undertakes other assigned duties as required.

**REQUIRED EDUCATION AND EXPERIENCE** *(or equivalent combination)*

- Grade 12 or equivalent
- Over six months up to and including one year of directly related experience in handling cash in a computerized environment dealing directly with the public.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid BC Class 5 driver's license
- Occupational First Aid Level 1 or equivalent

**PREFERRED QUALIFICATIONS**

- Completion of a cashier's training course
- Completion of a customer service course

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Some knowledge of standard practices, procedures, policies, bylaws, codes, regulations, methods and equipment related to the landfill
- Some knowledge of job hazards and safe work practices
- Ability to relate effectively with the general public, contractors and co-workers, and exercise good judgment, tact and courtesy at all times
- Ability to use a PC and applicable software related to the work
- Ability to accurately enter data into a computer program
- Ability to use a computerized cash register and collect and balance cash
- Ability to perform routine maintenance and cleaning/housekeeping
- Physical strength and ability to perform the work
- Ability to work outside in all weather conditions for extended periods of time
- Ability to understand and carry out oral instructions
- Ability to communicate effectively both orally and in writing
- Good communication and interpersonal skills

**EMPLOYEE SIGNATURE**

I have read and understand this job description

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Print Name

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Signature

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Date