

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Landfill Site Caretaker	Date approved: Jan. 10, 2007 Revised: January 2013
Reports to: Public Works Superintendent	Approved by: Council

POSITION SUMMARY:

Reporting to the Public Works Superintendent, this position is responsible for providing Caretaker services at the Landfill Site in accordance with Municipal policies and procedures and legislated provincial standards.

Major Duties and Responsibilities:

- Responsible for the performance of general maintenance duties at the Landfill Site including grounds maintenance and maintenance of the employee shelter and privy.
- Moves improperly deposited debris at the Landfill Site to its proper location, if able to do so in a safe manner.
- Examines materials being deposited by users of the Landfill Site and ensures that materials are placed in the designated location.
- Collects Tipping Fees for designated materials, issues receipts and submits collected fees to the municipal office, on a regular basis.
- Responsible for the burning of brush and debris in a safe manner, as weather permits.
- Conducts grass cutting, grounds maintenance and garbage collection at other local municipal properties, as assigned.
- Responsible for the safe operation and routine maintenance of equipment used.
- Performs other duties as assigned.

Education/Experience/Skills

Education: Grade 10

Experience: Previous experience performing duties as a general labourer.

Skills: General handyman skills;
Communication skills;
Class G Driver's Licence

Independence of Action

The job requires the application of established guidelines and procedures. May recommend changes in operational procedures to Supervisor.

Impact of Errors

Errors could result in minor cash losses or violations potentially leading to violations of provincial legislation.

Contacts

Contacts are primarily with other municipal staff and with the general public using the Landfill Site, Recycling Depot and Municipal Parks. Common courtesy required to maintain good relationships.

Leadership

No supervisory responsibilities but, there may be a need from time to time to show others how to perform tasks or duties.

Physical Demands/Sensory Demands

Work frequently involves moving/lifting items varying in weight from light (1-20 lbs) to medium (21-50 lbs.). Some aural concentration required for short periods of time when communicating with Site users.

Working Conditions

Extreme conditions of dust, dirt, fumes, inclement weather, noxious odours, on a continuous basis. Occasionally required to deal with difficult individuals.