

# Township of Southgate

## Job Description

Date of Update: March 2026	<b>Waste Attendant</b>
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### Section A: Position Description

**1) Position Identification**

The purpose of this section is to determine your current position within the organization.	
Job Title: Landfill Attendant	Supervisor's Job Title: WRDM Lead Hand
Standard hours of work per week: Part-time – 10 - 15 hours	Eligibility to Group Insurance: No  Eligibility to OMERS: Yes (NFT – Non-Fulltime)
Location of Position Dundalk or Egremont Transfer Stations	Department/Division Environmental Services
Employment Status: Permanent Part Time Hourly	Pay Band: 14

**2) Scope of Position (A maximum of three sentences.)**

<p>The Waste Attendant is responsible for a safe and orderly Waste Site in compliance with Township procedures and Provincial Legislation.</p> <p>This position provides customer service at our waste sites and assists with the operation of the waste sites.</p>
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## Section B: Skills

### 1) Formal Education and External Training

Highest level required  <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses <input type="checkbox"/> License or Professional Designation	Specific Specialty or Degree? (List)  High School Diploma
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? <input type="checkbox"/> Yes                      x No	
Discuss:	

### 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
WHMIS	1 Month
Health and Safety training	1 Month
Transfer Station Procedures	1 Month

### 3) Work Experience

Experience	Minimum Years Required
Experience in a related field.	An Asset

### 4) Other Key Skills:

Good communication skills. Good organizational skills. Good interpersonal skills. General knowledge of the waste industry. Physical activity to perform light labour. Knowledge of Ministry of Environment legislation	
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**5) Key Relationships (Contacts)**

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.) Co-workers (other depts.) Supervisor (your dept.) Supervisor (other dept.) Dept. Head (your dept.) Dept. Head (other depts.) Staff (other municipalities) Administrator	Frequently Occasionally Frequently Seldom Occasionally Seldom N/A Seldom		
<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Ratepayers Children/Students Seniors Suppliers General Public Business Representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers group Other: Specify Below <b>Other:</b>	Frequently Seldom Occasionally N/A Frequently N/A N/A N/A N/A N/A N/A N/A Seldom N/A N/A N/A N/A Regular interaction required with Waste Contractors		
<p><b>Interpersonal skills:</b> Ability to express themselves clearly and concisely orally one on one. Ability to use diplomacy and tact in dealing with the general public. Ability to present information in a competent manner.</p>			

**6) Decision Making**

The Landfill attendant works largely autonomously. The Landfill Attendant will be called upon to make decisions on his/her own. Judgement will be required during all landfill related activities.

**7) Problem Solving Responsibilities**

Infrequently dealing with difficult people.

**8) Equipment & Technology Utilized**

Loader and lawn mower, as required.

**Section C: Responsibility**

**1) Program Delivery**

Provide a safe and orderly Landfill site in compliance with Council procedures and Provincial Legislation.

**2) Impact and Accountabilities**

Accountable to Public Works Manager.  
Proper collection of disposal fees and completion of paperwork.  
Proper operation of Transfer Stations.

**3) Supervision**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<b>Total</b>	
<b>Provides training/instruction to others – Job Titles</b>	<b>Number of Staff</b>
N/A	

**4) Material and Information Resources**

Maintain records in accordance with Township and MOE requirements.

**5) Financial Resources**

Maintain financial resources in a proper and well-documented manner.

## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		X			
Standing					X
Noise Exposure			X		
Adverse Temperature					X
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust			X		
Odors				X	
Other (Specify) Physical Aspects					

### 2) Health & Safety Hazards

Handling garbage – never knowing what is in garbage; i.e. chemicals, hazardous materials, medical wastes such as needles, etc.

#### Health and Safety Responsibilities

Must be aware of safe operating procedures for all equipment and work sites, and wear safety equipment on the job site.

### 3) Travel

N/A

### 4) Driving

Valid licenses to work as general labourer, as required.

### 5) Mental Environment

Dealing with public and charging fees for waste.

## Section E: Effort

### 1) Mental Effort

Mental strain resulting from the work is relatively low.

### 2) Physical Effort

The Landfill Attendant workload is usually quite light. Hours worked can vary. The Landfill Attendant will occasionally have to respond to call out situations. The physical working environment can present some physical hazards. There is a slight risk of injury without proper controls.

## Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_