

Job Description

**Title: Household Hazardous Waste Attendant –
Part-Time (Union Position)**

Reports to: Manager of Public Works

Department: Waste Management

Division: Middleville Landfill – Site 5

Effective Date: Tentative May 17th to October 11th

1. Main Purpose

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements *inherent* in this position.

The Household Hazardous Waste Attendant is solely responsible for the collection, cataloging, storage and arrangement of shipping of Household Hazardous Waste.

2. Major Responsibilities

- Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.
- To direct the hazardous waste to the receiving area. To monitor and segregate materials being deposited only in the receiving area.
- To collect, catalog and store hazardous waste in a safe and orderly manner.
- Maintain an inventory of labels on site needed for shipping when containers are full.
- Make arrangements with the Public Works Administrative Assistant to have these materials picked up on a regular basis (depending on the size of containers weekly/by-weekly).
- Communication with the public in a friendly and respectable way during operations at the Household Hazardous Waste site.
- All areas outside and inside the hazardous waste building must be kept in an orderly fashion. Safe storage of materials being stored inside and outside the buildings enclosed areas. Access and pathways must be kept clear, fire extinguisher accessible, and no shelving to be added to the building. These are safety precautions so as not to injure the attendant and provide a safe escape route.
- All hazardous materials must be sorted and stored safely at the end of each day. Containers must be labeled with the proper label, and made ready for pickup before the transportation company arrives. Paperwork will be turned into the office on a monthly basis, as to materials collected, cataloged and made ready for shipment.
- Ensure the user is from Lanark Highlands or Tay Valley Township.
- Report spills and fires immediately to the Manager of Public Works.
- Perform duties as listed and only related to Household Hazardous Waste.

3. Skill Requirements

i. **Education:** Secondary education (Grade 12) or post-secondary.

ii. **Job Related Experience:**

iii. **Additional Skills and Abilities:** Good oral, written, mathematical and communication skills. WHIMS, special training in the handling of household hazardous waste materials.

iv. **Analytical and Problem-Solving Skills:** Ability to know what materials are being handled, reporting on forms for the collection and shipment of said materials. If a spill should occur know what to do and act quickly.

v. **Communication Skills:** Good public relations with the general public, Government ministries and agencies.

4. Level of Effort

i. **Control over work:** Responsible for the receiving of household hazardous waste, sorting, storage and cataloging.

ii. **Physical Effort:** With the use of the hand carts must move containers weighing over 50 pounds, as well as lifting and pouring liquids from paint cans, gas cans etc. This must be kept up for at least a couple of hours per shift.

iii. **Mental Effort:** Be aware of the materials being handled and the safe and proper storage of said materials.

5. Responsibility

i. **Responsibility for Resources:** n/a

ii. **Safety, Well-being and Interests of Others:** Conscious of all materials being handled in a safe and professional manner.

iii. **Staff Supervision:** n/a

6. Working Conditions

The position is seasonal; attendant will be expected to work outdoors in all weather conditions conducive to weather in this area from May to October.