



THE CORPORATION OF THE COUNTY OF WELLINGTON

Engineering Services Department
Solid Waste Services Division

Requires a

Casual Part Time Site Assistant

The Site Assistant's role is to assist the Site Attendant in processing customers wishing to dispose of waste and recyclable materials at the County's landfill site and transfer stations. The processing includes communicating with customers, assessing and collecting tipping fees, completing appropriate documentation, inspecting the incoming material for acceptability and operating the weigh scale (if applicable). This position also includes regular outdoor work activities, such as litter picking, grass cutting, and snow shoveling.

Flexibility to work at any of the County of Wellington Waste Facilities is required. Scheduled shifts may occur between the hours of 7:45 am to 4:15 pm, Tuesday to Saturday.

The minimum qualifications for this position include:

- High School Diploma.
- Customer service, cash handling or site maintenance experience preferred. Experience in waste management is considered an asset.
- Ability to deal effectively with the public.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

This position offers an hourly range of: \$19.47 to \$22.79 (2019 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #011-19 by Tuesday, January 22 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Site Assistant	Reports to: Transfer Operations Supervisor
Department: Engineering Services - Solid Waste Services (SWS)	Positions Supervised: None
Effective: January 2001	Revised: January 2019

BASIC FUNCTION:

The Site Assistant's role is to assist the Site Attendant in processing customers wishing to dispose of waste and recyclable materials at the County's landfill site and transfer stations. The processing includes communicating with customers, assessing and collecting tipping fees, completing appropriate documentation, inspecting the incoming material for acceptability and operating the weigh scale (if applicable). This position also includes regular outdoor work activities, such as litter picking, grass cutting, and snow shoveling.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Transfer Operations Supervisor the Site Assistant has the following duties and responsibilities:

- Effectively communicate with the public operational needs and policies for the sites.
- In the absence of the Site Attendant:
 - Assess and collect tipping fees and enter all transactions into the cash register.
 - Complete necessary documentation.
 - Prepare daily deposit and reconciliation reports and place deposit bag in security safe. Operate weigh scale (if applicable) and complete scale tickets.
 - Perform preliminary inspection of waste loads for non-acceptable materials.
 - Oversee safe and efficient drop off of waste and recyclable materials.
- Maintain litter control and general housekeeping around buildings, containers and site in general.
- Assist in site grounds maintenance such as grass cutting and snow removal.
- Report any vandalism, mechanical difficulties or damage to equipment and facilities.
- Log in and out of security systems on a daily basis.
- Maintain ongoing communication with other staff.
- Provide traffic control at tipping face when required.
- Maintain and monitor the Household Hazardous Waste (HHW) Depot.

- Fill out appropriate Ministry of the Environment, Conservation and Parks (MECP) documentation.
- Maintain the Reuse Centre (if applicable).
- Provide user-pay bags, blue boxes and composters for customers and charge appropriate fees.
- Comply with County of Wellington Environmental Compliance Approvals and MECP regulations, policies and procedures.
- Comply with all applicable health and safety regulations, policies and procedures.
- Comply with Engineering Services policies and procedures.
- Participate on the Joint Health and Safety Committee (JHSC) as required.
- Other duties as assigned by Transfer Operations Supervisors and Operations Superintendent.

PROBLEM SOLVING RESPONSIBILITIES:

- Deal with customer complaints and inquiries.

CONTACTS:

Internal: SWS staff, Engineering staff, other County staff as required.

External: Public, staff at other municipalities, and private companies.

MINIMUM QUALIFICATIONS:

- High School Diploma.
- Customer service, cash handling or site maintenance experience preferred. Experience in waste management is considered an asset.
- Ability to deal effectively with the public.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

OTHER:

Location: County of Wellington Landfill site or Transfer Station.

Hours of work: Scheduled shifts may occur between the hours of 7:45 am to 4:15 pm, Tuesday to Saturday.