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## MUNICIPALITY OF CENTRE HASTINGS

## JOB DESCRIPTION

August 2025

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<b>JOB TITLE:</b>	<b>Waste Collection Operator/Labourer</b>
<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	<b>Environmental</b>
<b>DIRECTLY RESPONSIBLE TO:</b>	Environmental Supervisor
<b>INDIRECTLY RESPONSIBLE TO:</b>	Director of Public Works

### **MAIN PURPOSE:**

Reporting to the Environmental Supervisor, the **Waste Collection Operator/Labourer** is responsible for collecting and disposing of household garbage, yard waste materials on assigned routes and performing other duties as required and assigned.

### **KEY RESPONSIBILITIES:**

- Collecting and disposing of household garbage, yard waste materials on assigned routes.
- Ensuring thorough completion of assigned routes and assisting with the completion of other routes as required to successfully achieve service levels objectives.
- Ensuring the vehicle is regularly washed, serviced (including greasing) and maintained through daily pre and post trip inspections.
- Ability to work independently and unsupervised while on assigned route.
- Work in a variety of weather conditions with exposure to the outdoor elements.

- Ability to communicate with tact and diplomacy.
- Adhering to all applicable departmental directives and waste management by-laws; operating all vehicles and/or equipment skillfully and safely.
- Must be willing to work different work schedules, including statutory holidays.
- Works overtime as required.

### **EDUCATION/EXPERIENCE /SKILLS TRAINING:**

- Ontario Secondary School Diploma.
- Minimum a valid Class “D” Province of Ontario Driver’s License with a “Z” endorsement.
- Demonstrated experience operating vehicles over 11,000 kg., G.V.W., including tandem axle trucks.
- Capable of performing strenuous physical labour with heavy lifting up to 50 lbs. in varying weather conditions.
- Demonstrated ability to adhere to the Occupational Health and Safety Act.
- First Aid and C.P.R.

**Willing to attend job related training as directed by the Municipality.**

### **KEY PERFORMANCE COMPETENCIES:**

- Demonstrated ability to develop positive relationships with public, acting as a representative of the municipality.
- Demonstrated ability in conflict management skills to tactfully defuse emotionally charged situations with the public.
- Demonstrated ability to communicate effectively in writing and orally with fellow employees, the public and other external contacts.
- Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.
- Demonstrated ability to work as a team member to attain stated goals and to effectively provide the best service available to public.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.
- Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.

- Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.
- Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act*; *Accessibility for Ontarians with Disabilities Act (AODA)*, etc.

### **WORKING RELATIONSHIPS:**

- Internal: Department Heads, Immediate Supervisor, other Department Employees and Employees of other Municipal Departments.
- External: Various contractors, consultants, suppliers, and public.

### **WORKING CONDITIONS:**

- Exposure to a variety of environments both indoor and outdoor. Prolonged exposure to high temperatures, direct sunlight, and humid environment as well as low temperatures, wind, and icy or snowy environment.
- Requires adequate physical condition to conduct various duties associated with equipment operation and manual labour tasks such as shovelling, lifting, and standing for long periods of time.
- Must be willing to work flexible hours including early mornings, evenings, weekends, and Statutory holidays.
- May be required to work unusual hours in order to handle emergency situations.
- Normal stress associated with interactions in dealing with irate residents. Hostile situations can occur when dealing with the public and one is reminded to conduct themselves professionally.