HASTINGS
Centre Hastings
COUNTY

MUNICIPALITY OF CENTRE HASTINGS
JOB DESCRIPTION

LANDFILL ATTENDANT		
Department: Public Works	**Reports to**: Senior Landfill Attendant	**Revision Date**: August 2026 **Salary Grid**: Grade 1

POSITION SUMMARY:

Under the supervision of the Senior Landfill Attendant, the Landfill Attendant is responsible for supporting the safe, efficient and compliant operation of the municipal waste disposal site. This position provides customer service to residents and site users, screens and directs incoming waste loads, completes required documentation and fee transactions, assists with site maintenance and cleanliness, and performs duties in accordance with municipal policies, operational procedures, health and safety requirements, and applicable environmental approvals and legislation.

KEY RESPONSIBILITIES INCLUDE:

- Opens and closes the landfill site, scale house and related facilities as required, ensuring the site is operated in accordance with approved procedures and posted hours of operation
- Screens incoming waste loads, verifies eligibility to use the site, and ensures waste has been generated within the municipality in accordance with municipal requirements
- Directs residents, contractors and other site users to the appropriate disposal areas for garbage, recycling, wood, yard waste, re-use materials and other approved waste streams
- Operates weigh scales, prepares and records weigh slips, receipts, and maintains daily site records as required/directed
- Collects tipping fees and completes cash or electronic payment transactions in accordance with municipal procedures
- Provides courteous and professional customer service, explains site processes and procedures, responds to routine inquiries, and refers complaints or issues to the Senior Landfill Attendant or Manager of Environmental Services as required

- Documents and reports incidents, unsafe conditions, rejected loads, unusual site conditions, complaints and operational concerns to the Senior Landfill Attendant or Manager
- Maintains the landfill, attendant building, scale house and surrounding work areas in a clean, orderly and safe condition, including litter pickup, yard maintenance, snow clearing and general housekeeping as assigned
- Assists with waste site maintenance duties required to comply with the Environmental Compliance Approval, including placement, compacting and cover operations where trained and authorized
- Operates municipal vehicles, tools or equipment required for landfill operations only when properly trained, licensed and authorized
- Works in accordance with municipal policies and all applicable federal and provincial legislation, including the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, environmental legislation and waste site approvals
- Uses and wears all required personal protective equipment and participates in required safety training, meetings and procedures
- Performs other duties and responsibilities as assigned

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

QUALIFICATIONS/EXPERIENCE/EDUCATION:

- Ontario Secondary School Diploma or equivalent education and experience
- Valid Ontario Class G driver's licence in good standing; DZ licence and heavy equipment operating experience would be considered an asset
- Experience with cash handling, electronic payments, receipts, and record keeping
- Basic computer skills, including the ability to use Microsoft Word, Excel, Outlook or equivalent software to complete daily records and data entry
- Knowledge of landfill operations, waste diversion, recycling, environmental compliance requirements and municipal waste site procedures would be considered an asset
- Ability to read, write, perform basic mathematical calculations, issue receipts and communicate clearly and respectfully with the public, contractors and staff
- Demonstrate strong interpersonal and public relations skills, including the ability to respond to inquiries, manage conflict and maintain professionalism in a public-facing environment
- Ability to follow instructions and perform duties independently under limited supervision while keeping the Senior Landfill Attendant informed of operational issues
- Successful Criminal Record Check and any training, certifications or documentation required by the Municipality
- First Aid, WHMIS and other health and safety training would be considered an asset or may be required following hire

- Ability to work outdoors in all seasons and conditions, including exposure to traffic, noise, odours, dust, fumes, weather, moving equipment and potentially hazardous materials
- Ability to stand, walk, bend, reach, lift, carry, climb and perform physical work associated with landfill operations and site maintenance