

TOWN OF CARLETON PLACE

-

EMPLOYMENT OPPORTUNITY

Carleton Place Public Works is currently accepting resumes for summer employment.

Household Hazardous Waste (HHW) Attendant - is responsible to safely collect, sort, and store items brought to the HHW Facility

Duties and Responsibilities:

1. Receives, sorts, and packs household hazardous waste items for disposal
2. Assists in the operation of the yard waste depot as required
3. Attends all mandatory safety training
4. Maintains a clean work environment
5. Abides by all safety regulations and legislation.
6. This position is ONLY Saturday mornings 7:30 AM – 12:30 PM

The 2024 salary range is \$18.17 - \$23.11 per hour.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format by 1:00 PM Wednesday, March 27, 2024, quoting the position and addressed to the attention of Human Resources by email to hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Public Works Department
DIVISION:	Waste
JOB TITLE:	HHW Attendant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	3
SUPERVISOR:	Public Works Technician
REVISION DATE:	April 2023

POSITION SUMMARY:

A Household Hazardous Waste (HHW) Attendant is responsible to safely collect, sort, and store items brought to the HHW Facility.

DUTIES AND RESPONSIBILITIES:

1. Receives, sorts, and packs household hazardous waste items for disposal.
2. Assists in the operation of the yard waste depot as required.
3. Attends all mandatory safety training.
4. Maintains a clean work environment.
5. Abides by all safety regulations and legislation.
6. Abides by all safety regulations and legislation.

The above statements are intended to describe the general nature and level of the work being performed in this position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the duties listed above from time to time as directed by the Public Works Technician.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

Minimum 15 years of age.

EXPERIENCE:

Experience would be considered an asset.

SKILLS AND COMPETENCIES:

1. Excellent interpersonal skills to effectively work with co-workers and interact with the public.
2. Staff must provide their own CSA approved steel toed boots (in good condition). The employer shall provide all other personal protective equipment.

WORKING CONDITIONS:

The employee will be required to work Seasonal hours - Saturday mornings (7:30 a.m.-12:30 p.m.).

PHYSICAL DEMANDS:

The HHW Attendant position is physically strenuous and a demanding job. Staff are required to lift, carry, pull, and manage heavy objects up to 35-40kg and stand for the full shift.

ENVIRONMENTAL CONDITIONS:

This position involves working in all weather conditions ranging from cold to hot and humid. The position may be exposed to unpleasant sights and smells and may be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose, and skin from irritation and infection.

SENSORY DEMANDS:

Staff may be exposed to odours from nearby waste facility. Staff must be able to read smaller text on labels without difficulty.

MENTAL DEMANDS:

All HHW Attendants must complete tasks in a timely manner. All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner. The employee shall notify the Public Works Technician or designate of any operational problems or issues and ensure work is carried out according to quality standards established by the Town of Carleton Place.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health & Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Supervisor, Support Staff, Members of Council.
EXTERNAL	General Public, Trades and Construction Professionals, Ministry Representatives