

TOWN OF CARLETON PLACE JOB DESCRIPTION

DATE: APRIL 13, 2018
TITLE: HOUSEHOLD HAZARDOUS WASTE ATTENDANT
REPORTS TO: PUBLIC WORKS TECHNICIAN

POSITION SUMMARY:

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

All HHW Attendants shall interact with co-workers and members of the Public in a courteous and respectful manner.

DUTIES:

1. Receive, sort, and pack household hazardous waste items for disposal
2. Attend all mandatory safety training
3. Maintain a clean work environment
4. Abide by all safety regulations and legislation
5. Complete daily timesheets

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, 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, or designate.

SAFETY:

The Town of Carleton Place believes all accidents can be prevented. To achieve this goal, supervisors must ensure that employees make safety an integral part of every task and job. As a supervisor you must be familiar with Town's safety policy and understand your staff's:

- 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 CONDITIONS:

Hours of Work – Seasonal - Saturday mornings (7:30am-12:30pm).

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. Staff are also required to stand for the full shift.

Environmental Conditions - This position involves:

- Working in all weather conditions ranging from cold to hot & humid.
- Exposure to unpleasant sights and smells.
- HHW Attendants may at times 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.

POSITION REQUIREMENTS:

1. Must be a student;
2. Minimum age of 16 years of age;
3. Must attend all safety training;
4. Excellent interpersonal skills to effectively work with coworkers and interact with the public; and
5. Staff must provide their own CSA approved steel toed boots (in good condition). The employer shall provide all other personal protective equipment.

Employee

Department Head

CAO