



## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals to fill the following summer positions:

- Public Works Household Hazardous Waste (HHW) Attendant; 2020 pay range is PB grid, \$16.15 to \$18.53 per hour; only Saturdays 7:30 AM – 12:30 AM, May - September
- Public Works Student Labourer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is Monday – Saturday, May - September
- Facilities/Parks Labourer – Summer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September
- Facilities Labourer (Horticulturalist); 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September

Interested applicants are invited to apply in confidence by 10:00 AM Friday, March 27, 2020 quoting the position(s), Attention Human Resources by:

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613 257 8170

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 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.

**Please continue reading for the detailed job description!**



## TOWN OF CARLETON PLACE

### JOB DESCRIPTION

<b>DEPARTMENT:</b>	Public Works Department
<b>DIVISION:</b>	Waste
<b>JOB TITLE:</b>	Public Works HHW Attendant
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	PB
<b>SUPERVISOR:</b>	Public Works Technician
<b>REVISION DATE:</b>	March 2020

#### 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. Receive, sort, and pack household hazardous waste items for disposal.
2. Assist in the operation of the yard waste depot as required.
3. Must attend all mandatory safety training.
4. Maintain a clean work environment.
5. Abide 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, 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.

#### EDUCATIONAL REQUIREMENTS:

1. Minimum 16 years of age.

#### EXPERIENCE:

1. Experience is 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;

#### 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 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.

**WORKING RELATIONSHIPS:**

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

**APPROVED:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Employee

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C.A.O.