



# Rideau Lakes

---

## **JOB DESCRIPTION**

**JOB TITLE: PORTLAND TRANSFER STATION ATTENDANT**

**DEPARTMENT: PUBLIC WORKS DEPARTMENT**

---

**DIRECTLY RESPONSIBLE TO: SENIOR SITE ATTENDANT  
MANAGER, FACILITIES & ENVIRONMENTAL SERVICES**

**INDIRECTLY RESPONSIBLE TO: ROADS COORDINATOR & PROPERTIES SUPERVISOR**

### MAIN PURPOSE:

To assist with the general duties at the Portland Transfer Station, as scheduled by the Manager of Facilities & Environmental Services.

Assist in managing the day-to-day operations at the Transfer Station and any related issues as they may arise during the daily operation at the site.

### KEY RESPONSIBILITIES:

- a) Monitor the recycling areas
- b) Assist people with recyclables, to ensure that they are placed in proper bins and areas
- c) Monitor the waste disposal areas
- d) Assist to ensure that all other waste is placed in the appropriate areas
- e) Ensure that all household waste is in a “see through” garbage bag
- f) Collect fees and provide receipts for all tipping fees
- g) Operate weight scales
- h) Inspect all loads as they arrive to determine cost and areas for disposal
- i) Direct users to the appropriate area for proper disposal
- j) Follow all rules and regulations as set out by the Manager, Council and Ministry of the Environment
- k) Any other duties as assigned by the Senior Site Attendant and the Manager, which may include, but would not be limited to, manual labour tasks at the site, site clean up
- l) Pick up wind-blown debris and litter daily
- m) Submit reconciled receipts to Municipal Office, in absence of the Senior Site Attendant
- n) Ensure that the Site is in good working order
- o) Assist the public when required, to unload materials
- p) Perform Site inspections as required
- q) Reports all issues, concerns, situations to the Office
- r) Enforce the Township Waste Policy/By-Law

### WORKING RELATIONSHIPS:

**INTERNAL: Manager, Senior Site Attendant, Staff**

**EXTERNAL: Public**