



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Job Description

Position: General Labourer (Summer Position)	Date: March 2023
Reports to: Director Parks and Recreation	Department: Parks and Recreation

Note: This position is a seasonal part-time summer position with a 30 to 40 hour work week. This position requires working weekends and varying hours throughout the week.

Purpose:

Reporting to the Director of Parks and Recreation, this position assists with the seasonal landscaping, flower watering and public beach maintenance duties, within the Parks and Recreation Department.

This position also includes working in the Anstruther and Haultain Transfer Stations. Please refer to the Landfill Site Attendant Job Description for full details, duties and job description.

There may be public contact, which may include greeting and providing information and guidance to the general public with professionalism, diplomacy and integrity, consistent with the public status and image of the Township.

This position provides support to the full-time Parks and Recreation Department Staff and Permanent Part-Time Landfill Site Staff.

Duties and Responsibilities:

1. Transfer Station duties, as included in the Landfill Site Attendant Job Description.
2. Water the hanging flower pots and bridge baskets, located in and around the village of Apsley and at the Wilson Park Community Centre in Woodview.
3. Public Beach maintenance and inspections. Walking the beach and inspecting for deficiencies, including sharps and litter. Emptying beach garbage and recycling receptacles.
4. General outdoor and landscaping duties, including but not limited to; grass cutting, gardening, flower watering, emptying garbage and recycling receptacles.
5. Completion of inspection reports and other paperwork as required.
6. Some duties will require the staff member to work alone.
7. Follow all Health and Safety and COVID-19 policies and procedures.
8. Other duties assigned.



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Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public	Ratepayers

Skills and Competencies:

- Excellent customer service
- Good public relations skills and ability to communicate effectively with the public
- Ability to work in a fast-paced environment with frequent interruptions.
- Strong organizational ability
- Ability to work alone and in a team environment
- Demonstrated ability to work outdoors in varying weather
- Demonstrated interpersonal and team skills
- Strong initiative and good judgment
- Ability to attend to safety considerations
- Physical effort to push/pull or hold heavy equipment or materials

Knowledge, Training and Qualifications:

- Good organizational and communication skills, including the ability to communicate with the general public in a polite, pleasant and positive manner.
- Valid G drivers license or G2 at minimum, and experience driving a pick-up truck with trailer.
- Ability to operate and perform with basic tools, plus landscaping equipment including, zero-turn lawn tractors and weed trimmers.
- Knowledge and basic understanding of the Occupational Health and Safety Act, CPR and First Aid.
- Ability to read and complete logbooks and inspection forms.
- Ability to understand verbal and written instruction.



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Working Conditions:

Typical outdoor environment as well as indoor facilities environment. Work activities require visual and mental concentration for intermediate durations of time. Varying hours and shifts 7 days per week. Often working alone. Lifting and carrying of items weighing 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date



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Job Description

Position: Landfill Site Attendant	Date: April, 2023
Reports to: Director of Parks and Recreation and Waste Management	Department: Waste Management

Purpose:

Reporting to the Director of Parks and Recreation and Waste Management, this position is responsible for the day-to-day operations of the Anstruther and Haultain Transfer stations. The incumbent is responsible for performing a variety of general labour services to ensure that the landfill site is maintained in a safe and orderly fashion, including the management of garbage and recycling deposited.

Duties and Responsibilities:

1. Carry out daily landfill operations such as maintenance and upkeep of bins.
2. Provide direction and assistance to users as to the correct location for dumping garbage and recyclables.
3. Calculate and collect tipping fees as required for various items. Complete, balance and submit deposit sheets and revenues within 48 hours of collection, as directed.
4. Confirm transfer station privileges with users, and ensure that the Township waste management by-law and policies are adhered to.
5. Educate customers on items that can be recycled and overall diversion guidelines and practices.
6. Ensure that all recyclable materials are properly sorted prior to the bins being removed.
7. Contact Township Staff and arrange for the compaction of the scrap metal, leaf and yard and construction and demolition bins as needed and prior to removal.
8. Contact the appropriate contractors for the removal, tipping and return of the various roll-off bins or containers. This may include, but not limited to; scrap metal, residential construction and demolition material, leaf and yard waste, waste electronics, tires, organic moloks, container bins, fibre bins, and household batteries, etc.



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9. Clean-up transfer station site litter daily.
10. Ensure that only clean brush is in the brush pile.
11. Maintain all log books according to Township guidelines.
12. Follow all Township health and safety policies.
13. Adhere to the Occupational Health and Safety Act.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public	Contractors

Skills and Competencies:

- Strong organizational ability.
- Excellent overall customer service skills.
- Possess excellent communication skills and have the ability to calmly resolve customer complaints.
- Basic mathematical skills.
- Ability to work alone and be self-motivated.
- Ability to be a team player and work within a team environment.
- Demonstrated interpersonal skills.
- Strong initiative and good judgment skills.

Knowledge, Training and Qualifications:

- Grade 12 Diploma.
- Previous experience in waste management or customer service.
- Recycling materials and two stream sorting systems.
- Knowledge and understanding of the Workplace Hazardous Materials Information System (WHMIS 2015), CPR and First Aid.
- Valid class G or G2 driver's license.



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Working Conditions:

Reporting to various work sites. Both inside and outside work required. Typical outdoor work environment with frequent exposure to inclement weather, dirt, dust, noise, vibration, grease and oil. Non routine work hours, additional work hours beyond that of the normal working hours expected on a regular basis. Occasional lifting and carrying of items weighing 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

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Employee

Date

Manager

Date

Chief Administrative Officer

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