



Job Description

Position: Transfer Station Site Attendant	Department: Parks and Recreation	Position Status: Part-time Fixed-term Contract
Reports to: Director of Parks and Recreation, and Waste Management and/or Parks and Recreation Supervisor		Hours of Work: 8 to 32 hours per week
Creation Date:	Approval Date: February 2026	Last Revised: February 2026

Purpose:

Reporting to the Director of Parks and Recreation and Waste Management and/or the Parks and Recreation Supervisor, 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 transfer station site is maintained in a safe and orderly fashion, including the management of garbage and recycling deposited.

Duties and Responsibilities:

- Carry out daily Waste Site operations such as maintenance and upkeep of bins.
- Provide direction and assistance to users as to the correct location for dumping garbage and recyclables.
- 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.
- Confirm transfer station privileges with users and ensure that the Township waste management by-law and policies are adhered to.
- Stay current on the acceptable recycling products in the various recycling streams and the process for collection.
- Educate customers on items that can be recycled and overall diversion guidelines and practices.
- Ensure that all recyclable materials are properly sorted prior to the bins being removed and that the recycling bins are not contaminated with non-recycling and that there are no bags in the recycling container.
- Ensure that all non-eligible source recycling from Industrial, Commercial and Institutional (I.C.& I.) sources is collected in the separate designated I.C.&I. recycle bins.

- 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.
- 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.
- Clean-up transfer station site litter daily.
- Ensure that only clean brush is in the brush pile.
- Maintain all logbooks according to Ministry of Environment, Conservation and Parks (M.E.C.P) Certificate of Approval issued for each transfer station and the Township policies and guidelines.
- Follow all Township health and safety policies.
- Adhere to the Occupational Health and Safety Act.

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.
- Experience with handling cash and various types of payment methods.
- Accuracy and attention to detail in record keeping and correspondence.
- 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.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

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

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-route 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.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date