

Position Title: Summer Student – Waste Management Assistant

Work Relationship: Reports directly to the Public Works Superintendent or designate.

Purpose of the Position:

To assist with the daily operation and maintenance of the municipal waste disposal site and related waste management services during the summer season. The Summer Student will support municipal staff in maintaining safe, clean, and efficient waste management operations while providing courteous assistance to the public in accordance with municipal policies, procedures, and applicable provincial legislation.

MAJOR RESPONSIBILITIES

1. Program/Service – Waste Management Operations

- 1.1 Greets and assists landfill site users and directs the public to appropriate disposal, recycling, and organics areas.
- 1.2 Assists the public with sorting recyclable materials, organics, household garbage, and other approved waste materials in accordance with municipal waste management practices.
- 1.3 Ensures garbage bags and materials brought to the site meet municipal tagging and disposal requirements.
- 1.4 Maintains landfill and waste disposal areas in a clean, safe, and orderly condition, including litter pick-up, sweeping, grass cutting, and general grounds maintenance.
- 1.5 Assists with recycling collection, sorting, storage, and preparation of recyclable materials for transport or processing.
- 1.6 Performs general labour duties related to waste management operations including lifting, cleaning, directing traffic, and site maintenance.
- 1.7 Protects own health and safety and the health and safety of others by following safe work practices, reporting unsafe conditions immediately, and complying with the Ontario Occupational Health and Safety Act and municipal policies and procedures.
- 1.8 Follows all municipal waste management policies, Ministry of the Environment requirements, and operational procedures related to landfill and recycling operations.
- 1.9 Provides courteous and professional service to members of the public, municipal staff, and Council representatives.
- 1.10 Performs other related duties as assigned.

2. Human Resources

2.1 Not responsible for supervising or directing the work of others.

3. Financial Resources

3.1 Not responsible for budget preparation or financial administration.

SKILL AND EFFORT

4. Qualifications

- 4.1 Currently attending Secondary School, College, or University, or possess equivalent education and practical work experience.
- 4.2 Good communication, organizational, and interpersonal skills.
- 4.3 Ability to work independently and follow instructions with minimal supervision.
- 4.4 Knowledge of waste management and recycling practices is considered an asset.
- 4.5 Must be physically capable of performing manual labour in outdoor conditions.
- 4.6 Valid Ontario Class G (or higher) Driver's Licence is considered an asset.

5. Physical Skill and Effort

- 5.1 Must be in good physical condition and able to perform repetitive lifting, bending, standing, and walking in varying weather conditions.
- 5.2 Ability to safely handle the physical demands associated with waste management operations.

6. Decision Making and Judgement

- 6.1 Work is performed under the direction of the Public Works Superintendent or designate with access to established municipal policies and procedures.
- 6.2 Judgement is exercised in:
 - carrying out assigned duties independently once instructions have been provided;
 - identifying and reporting operational or safety concerns;
 - ensuring work activities are completed according to municipal standards and procedures;
 - interacting professionally and courteously with the public.

7. Interpersonal Skills/Contacts

- 7.1 **Internal:** Works cooperatively with municipal staff and co-workers to complete assigned duties and maintain safe operations.
- 7.2 **External:** Interacts with members of the public in a courteous, tactful, and professional manner while providing information regarding municipal waste management procedures and policies.

WORKING CONDITIONS

8. Environment

- 8.1 Work is primarily performed outdoors and includes exposure to varying weather conditions, heat, cold, rain, dust, odours, insects, noise, and physical hazards associated with landfill and waste management operations.

9. Control over Work Schedule

- 9.1 Work is performed during regular scheduled hours of the waste sites.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in this classification.