

# **TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

## **Job Description**

<b>Position:</b>	<b>Waste Site Assistant Summer Student</b>		
<b>Department:</b>	<b>Waste Management</b>		
<b>Reports to:</b>	<b>Director of Public Works</b>		
<b>This job description is:</b>	<b>New</b>	<b>Revised</b>	<b>x</b>
	<b>Wage: \$14.00 per hour</b>		

### **JOB SUMMARY:**

Reporting to the Director of Public Works and under the direction of the Waste Site Operator the Waste Site Assistant Summer Student is responsible for assisting residents at the Townships 6<sup>th</sup> Line Transfer Station by directing them to the appropriate recycling and waste bins, processing payments, writing receipts and completing general clean up duties around the site.

### **DUTIES AND KEY RESPONSIBILITIES:**

Directing residents to the appropriate recycling and waste bins.

Processing cash payments and writing receipts.

Sorting of garbage and recyclables.

Completing general clean up duties around the waste site.

Other duties as assigned by the Director of Public Works or Waste Site Operator.

### **SUPERVISORY RESPONSIBILITIES:**

The incumbent has no supervisory responsibilities.

## **JOB SPECIFICATIONS:**

Must be a summer student which is defined as a person between the ages of 15 to 30 years old, registered as a full-time student in the current academic year (2018/2019), and intends to return on a full-time basis in the next academic year (2019/2020).

Preference may be given to applicants enrolled in an Environmental Studies college/university program or equivalent.

Must be able to work during the months and times specified (to begin in early May and continue until the end of August, Friday to Tuesday, 40 hours per week with requirement to work weekends and statutory holidays). If possible the successful individual will be asked if they can work one last weekend which is the first weekend in September (Labour Day).

Must have working knowledge of recyclable materials and hazardous waste.

A valid and clean Ontario Class G Drivers' license is an asset.

## **KEY PERFORMANCE COMPETENCIES:**

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with fellow co-workers and maintain constructive working relationships.

Ability to work with minimal supervision.

Demonstrated interpersonal, public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*

**WORKING CONDITIONS:**

Exposure to extreme summer weather conditions; heat, rain, wind, etc.

Work is subject to peak periods, shifting priorities and deadlines.

Normal stress and strain associated with physical labour.

Work duties require you to work around garbage which may attract bees and wasps.

**CONTACTS:**

**Internal:**

- Director of Public Works, Waste Site Operator and other public works/ municipal staff for the exchange of information.

**External:**

- General public to convey or exchange information.

**I have read this Job Description and understand the job requirements of this position and the expected standards of performance.**

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date