

JOB TITLE: Public Works Student

CLASSIFICATION: Student

DEPARTMENT: Public Works

REPORTS TO: Public Works Superintendent

POSITION SUMMARY

This position is to assist with the operating, maintenance, and development of the landfill sites as well as to assist with labour work within the Public Works Department as required.

DUTIES & RESPONSIBILITIES

1. Greets people bringing trash to the landfill and verifies residency and permitted access.
2. Provides excellent customer service and takes inquiries from the public.
3. Examines incoming cargo to ensure that prohibited waste is not contained and directs vehicles to appropriate dumping locations.
4. Collects tipping fees based on the tipping fee schedule as adopted by the Municipality of Magnetawan and provides receipts as well as change, as required.
5. Instructs the public to separate all wood, metal, electronics, tires, and any other recyclable materials and to place in appropriate location within the landfill site.
6. Assists with maintaining order and cleanliness of the landfill site and buildings.
7. Works under direction of Landfill Foreman to ensure efficient running of the landfill sites.
8. Perform roads labourer duties as assigned including assisting with patching, brushing, road work, flagging, ditching, drainage, etc.
9. General shop duties such as sweeping floors, organizing, washing trucks, general cleaning, etc.
10. Observes and practices safety in the field.
11. Develops a thorough working knowledge of the Municipality's Safety Policy and Procedures Manual and applicable Provincial Legislation listed therein.
12. Performs other related duties as required.

SUPERVISION REQUIREMENTS

No supervision requirements of this position

CREDENTIALS/EXPERIENCE REQUIRED

1. Understanding of the waste management process as it pertains to landfill and recycling.
2. Good communication skills to deal with public and municipal interactions.
3. Must have transportation to and from the job site.
4. Clear & polite communication with the Public, management, and other crew members.
5. Ability to function without immediate supervision.
6. Understands written documents, drawings and diagrams, verbal instructions, and direction.
7. First Aid/CPR and other training will be considered an asset.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Must be in good physical health, and capable of performing all work, including occasional lifting, pushing, and pulling heavy objects (up to 25kg), working with various chemicals and/or substances and working in confined spaces.
2. Work in all types of weather, times, and environmental conditions.
3. Requirement for sufficient physical ability and mobility to work in inclement weather in a busy environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
4. Must wear required Personal Protective Equipment (steel toed boots with minimum 8" uppers and Hi-Viz type Class 3 traffic vest).
5. Must follow the Landfill Site employee rules and safety requirements.
6. Shift work and overtime required through an overtime sharing process. Work is subject to unusual and unscheduled hours. This may include evenings and weekends as workload fluctuates.