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# TOWN OF MISSISSIPPI MILLS

# JOB DESCRIPTION

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**JOB TITLE:** Waste Site Operator (Howie Road)    **REVISED:** April 11, 2000  
**DEPARTMENT:** Roads & Public Works    **PAGE:** 1 of 2  
**DIVISION:** Waste Management

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**DIRECTLY RESPONSIBLE TO:** Director of Roads & Public Works

**INDIRECTLY RESPONSIBLE TO:** Operations Manager

**MAIN PURPOSE:**

To operate the weigh scales at the Howie Road Landfill Site and to ensure the revenues are collected in accordance with the Town's policies.

**KEY RESPONSIBILITIES:**

1. Weighs vehicles prior to and after leaving the waste drop off area and collects revenues in accordance with the Town's policies for the tonnage tipped at the site.
2. Prepares waste tonnage summary sheets provided by the Town and balances revenues collected to the waste tonnage summary sheets.
3. Responsible for enforcing the Town's by-laws and policies and Provincial Regulation 347 with respect to operations of the landfill site.
4. Responsible for general grounds maintenance, such as grass cutting, picking up garbage, shovelling steps of weigh scale trailer, etc.
5. Responsible for transporting revenues collected at the landfill site to the Municipal Offices once per week or as otherwise directed.
6. Performs such other duties as directed.

**EDUCATION/EXPERIENCE/SKILLS TRAINING**

- Ontario Secondary School Graduation Diploma
- Good communication skills
- First Aid
- Valid Class 'G' Ontario Driver's License

**Job Description**

**WORKING RELATIONSHIPS:**

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**Internal:** Department Heads, support staff, members of Council

**External:** Government ministries, contractors and the public

**WORKING CONDITIONS:**

Inside and outside work environment  
Required to work +/- 25 hours per week  
Overtime and travel may be required.  
Weekend work required