



## **POSITION DESCRIPTION**

---

<b>POSITION:</b>	RECYCLE DEPOT OPERATOR
<b>DEPARTMENT:</b>	PUBLIC WORKS
<b>CURRENT ISSUE:</b>	JULY 2023
<b>NEXT REVISION:</b>	JULY 2028
<b>AFFILIATION:</b>	CUPE

---

### **POSITION SUMMARY:**

Reporting directly to the Operations Manager, the Recycle Depot Operator operates the Recycle Depot and ensures that materials are managed in accordance with the Municipalities policies.

### **DUTIES AND RESPONSIBILITIES:**

#### **Howie Road**

1. Weighs vehicles prior to and after leaving the material drop off area and document tonnage tipped accordingly.

#### **Howie Road and Pakenham**

2. Prepares waste tonnage summary sheets provided by the Municipality.
3. Responsible for enforcing the Municipalities by-laws and policies and Provincial Regulations with respect to operations of the site.
4. Ensure materials are dropped off in the appropriate areas.
5. Responsible for transporting paperwork and any revenue collected to the Municipal Offices once per week or as otherwise directed.
6. General maintenance of the site.
7. Performs other duties as directed.

### **QUALIFICATIONS:**

- Ontario Secondary School Graduation Diploma
- Good communication skills
- First Aid
- Valid Class 'G' Ontario Driver's License
- Ability to work with minimal supervision.

### **PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Operations Manager & Director of Public Works.

<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
Operations Manager	_____	_____
Director of Public Works	_____	_____

**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RECYCLE DEPOT OPERATOR - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X	
Standing – remaining on one’s feet in an upright position without moving about or combined with walking			X	
Walking – moving about on foot on level or uneven surfaces			X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees	X			
Crouching/Squatting – Bending down and forward by bending legs at knees	X			
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.		X		
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving		X
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		X

**WORKING RELATIONSHIPS**

<b>Internal</b>	Operations Manager, Director of Roads and Public Works, support staff and members of Council.
<b>External</b>	Government ministries, contractors, and the general public

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses						Supporting referred-in workload		

**ENVIRONMENTAL DEMANDS:**

This position is exposed to all weather conditions, as well as sitting/standing in scale house.

**WORKING CONDITIONS:**

This position is required to work part time hours by themselves, in various weather conditions and has the ability to work indoors. Overtime, travel and weekend work may be required.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No**

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

---

Departmental Manager

**REVIEWED BY:**

---

Human Resources

---

Incumbent