

## Township of Nipissing - Job Description

**Position Title:** Landfill Site Attendant  
**Department:** Public Works  
**Reports To:** Supervisor, Landfill Sites

**Appendix A – k**  
**By-Law Number 2024-25**

### Position Summary

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Reporting to the Supervisor, Landfill Sites, the Landfill Site Attendant oversees landfill users and ensures compliance with regulations while inspecting and managing deposited materials at landfill sites.

### Duties & Responsibilities

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- Directs landfill users to proper waste and recycling disposal areas.
- Provides information and answers inquiries regarding acceptable materials and associated fees.
- Records data on incoming materials and quantities received at the landfill.
- Collects fees from users and issues receipts.
- Collects scattered garbage using manual grabbing tools.
- Bags collected garbage and disposes of it in the appropriate disposal area.
- Lifts and deposits items into designated bins for proper disposal.
- Contacts contractors to arrange the emptying or replacement of recycling bins.
- Liaises with the Public Works department to request machinery for moving or compacting materials.
- Inspects materials deposited by users.
- Opens and closes bins at the beginning and end of each day.
- Shovels snow and applies sand/salt for safe access.
- Monitors wildlife such as wasps, bees, bears, etc., to ensure user safety.
- Performs other duties as assigned.

### Qualifications and Requirements

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- Completion of high school diploma.
- Up to and including one month experience.
- Good working knowledge of Ministry of the Environment legislation concerning the operations of Landfill Sites.
- Strong communication and interpersonal skills essential.