

THE TOWNSHIP OF STRONG
LANDFILL RECYCLING CENTRE SUPERVISOR

Position: Landfill/Recycling Supervisor (Contract) – Landfill #2	Date Approve by Council: June 2024
Reports to: Municipal Operations Coordinator	Non Union Position – 17 hours per week Salary Range \$25.36 - \$31.66/hour

Position Summary: Directing the Waste Management & Recycling operation to ensure all requirements of the operating standards and Certificate of Approval are in compliance. Organizing the site activities to provide a safe and efficient work environment while maintaining public safety and limiting liabilities for the Municipality.

The Landfill Site #2 (950 Muskoka Road) is open 2 days per week – Wednesday and Thursdays, Hours 9 am to 5:30 pm (8.5hrs). Snow removal in winter will be completed by Public Works.

Major Duties and Responsibilities:

Landfill Site:

- Maintain the Landfill Site to a standard acceptable to the Township of Strong Operations and Development Plan and in accordance with Ministry of Environment regulations, as directed by the Municipal Operations Coordinator.
- Maintain a Fire Break area around the perimeter of the landfill site 100 feet ensure all fires are extinguished immediately and call the Fire Department called as needed.
- Check access cards to ensure only authorized “Users” are accessing the site.
- Visually inspect every load entering the Landfill to ensure waste is within acceptable parameters and in order to direct the customer to the appropriate disposal area.
- Ensure Garbage area is kept clean and in a safe manner for public use.
- Machine compact and cover garbage with fill once per week, required to maintain a standard suitable to the Ministry of Environment and the Township.
- Collecting windblown garbage along Muskoka Road, as well as the perimeter of the site.
- Record entry number on a daily basis.
- Maintain all signs installed on the site, and report any deficiencies to the Township.

Recycling Centre:

- Encourage good Recycling practices with all patrons.
- Accept small volume of recyclables from approved sources for collection in the applicable container. The employee shall ensure the recyclables are sorted, broken down and arrange for Public Works to deliver to Landfill #1 (483 Forest Lake Road) on a regular basis.

Administrative Responsibilities:

- Documenting and reporting work-related illness or injury and liaising with the Treasurer to ensure contact is made with WSIB and affected employee if applicable.
- Be familiar with “circle check” responsibilities of equipment, log and record keeping responsibilities, training updates and reviews as required
- Keep accurate records pertaining to incidents occurring at the site
- Deal with inquiries from the public and maintain a high level of customer service and communication.

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Education/Experience/Skills:

- Minimum Grade 12 education
- Backhoe experience (minimum 3 years), is an asset
- demonstrated managerial, mechanical and technical skills acquired by education, training and experience.
- Ability to positively interact with customers and staff on a daily basis
- Accuracy and attention to detail
- Excellent communication skills/public relations skills
- Knowledge of good waste management practices and equipment used in operations
- Knowledge of Health and Safety regulations.

Employee Policy:

Staff shall be provided with a copy of the Township of Strong Employee Policy. All staff are required to review the document and sign the acknowledge document to be included in their employee file. One Copy of the Employee Policy will be provided to each Department Head and will be updated as needed. Employees will be provided with copies of updated documents along with an acknowledgement form for their signature.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.