



RURAL MUNICIPALITY OF LAC DU BONNET

WORK DESCRIPTION

POSITION TITLE:	Transfer Station Attendant I	DEPARTMENT:	Environmental Services
REPORTS TO:	Director of Public Works	WORK LOCATION:	#520 Transfer Station
POSITION TYPE:	Permanent	SALARY:	As per the Collective Agreement

JOB SUMMARY:

The Transfer Station Attendant I provides a variety of duties consistent with the overall goals of the Environmental Health Department. The Transfer Station Attendant will collaborate with other on-site employees and Public Works Department employees assigned to various duties on the site. The position will respond to various customer service requests. The Transfer Station Attendant will submit various reports and records information as required for the safe and efficient operation of the assigned Transfer Station.

JOB DUTIES:

Customer Service

- Responds to customer inquiries, direct and educate customers to proper waste locations and recycling facilities
- Check loads to ensure compliance with Municipal By-laws
- Process payments as per RM policies and procedures
- Greeting customers in a respectful and courteous manner

Duties and Responsibilities

- Responsible for the safe and efficient operation of the Transfer Station Site
- Adhere to all safety procedures and protocols
- Ensure no scavenging for profit takes place
- Maintenance of pump house and fire hoses
- Communicate effectively with other attendants and scale house
- Operate and oversee burn pits in accordance with the Burn Pit Directive
- Adhere to the Municipal Transfer Station Bin Protocol
- Ensure Transfer Station is neat, organized and orderly including the scale house and other buildings
- Follow all Product Care procedures and processes
- Operate Ecocentre and used oil program

- Comply with opening and closing procedures
- Track Access Cards manually and process cash transactions at 214 Transfer Station

Documentation

- Complete daily time cards
- Report all incidents according to RM policies

ESSENTIAL QUALIFICATIONS:

JOB KNOWLEDGE

- Possess and maintain a Class 5 Drivers License
- Ability to work shift work and overtime when required
- Good communication and interpersonal skills
- Ability to adapt to technological changes and improvements
- Willing to participate in training and self-development programs
- Applied knowledge of Workplace Health and Safety Procedures
- Must be physically capable of performing the duties of the position in all types of weather.
- High School Diploma or G.E.D.
- First Aid CPR and other certification as required for the safe handling of product

REVIEWED BY:	Chief Administrative Officer	DATE:	March 26, 2021
APPROVED BY:	Chief Administrative Officer	DATE:	March 26, 2021
LAST UPDATED BY:	Director of Public Works	DATE:	July 6, 2026