



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Solid Waste Transfer Site Operator/Waste Collector
Policy Number:	900-22

Authority:	
Council Resolution #	59/2021

Purpose:

To set out job descriptions and duties of Transfer Site Operator and garbage collector

Scope:

To set forth the duties of garbage collector

To set forth duties of Transfer Site operator

Transfer site operator/garbage collector are under the direction of the Public Works Foreman and the Administrator

Qualifications:

1. Must possess a reasonable degree of knowledge and competence in the operation of the transfer site
2. Must possess a valid Class 5 driver's license
3. Be capable of accepting instruction and working with minimum supervision
4. Must be willing to communicate with ratepayers, supervisor and/or fellow employees in a respectful manner.
5. Must be capable of handling cash/cheques
6. Must be honest and trustworthy
7. Must have a criminal record check
8. Must be bondable

Policy:

1. The responsibilities for the position of Transfer Site Operator are as follows;
 1. Opening appropriate containers prior to daily public site access.
 2. Ensure site is secured and locked after each shift.
 3. Direct and assisting the public as they enter transfer site, to ensure allowable incoming waste, including recyclables are placed in the appropriate areas
 4. Rejecting unacceptable items as prescribed in Policy 400-01 Solid Waste Disposal Transfer Site.
 5. Follow R.M. of Loon Lake policies
 6. Perform work assigned which may include but is not limited to: mowing, fencing, rock picking, shop and yard maintenance, traffic sign placement and repair, assessing, shovelling, cleaning and repairing culverts.
 7. Always accompanying public to bin locations, assisting and ensuring applicable items are deposited in appropriate bins.

8. Collect cash/cheque for fees charged for materials delivered to landfill site as set out in Policy 400-01 Solid Waste Disposal Site.
9. Keep accurate record of items charged for.
10. Submit cash collections to Administrator after every work day.
11. Ensure public safety and protection of municipal property through conscientious attention to the condition of the site and facilities and maintaining a safe and orderly flow of traffic.
12. Perform daily site inspection prior to use, recording issues and concerns and advising Administrator of required repairs or service.
13. Clean-up of any loose waste or debris on site that may become wind-blown and dragged on the site and adjoining properties'; maintaining general housekeeping of the site, buildings and reuse area
14. Ensure that the wood pile only contains non treated, unpainted wood material. Notify Administrator when pile is at capacity and need to be burned so that proper procedure and permits may be followed.
15. Contact administrator for container switch; ensure bins are at capacity to maximize weight and minimize shipping costs.
16. Shovelling of snow when necessary, keeping public access to bins free of hazards.
17. Keep transfer site tidy and clean
18. Must report to foreman or administrator any incident or injury occurrence during work hours
19. Keep time sheets
20. Carry out any other tasks assigned by the foreman and/or administrator

2. The RM Council and its employees work together as a team to provide essential services to the ratepayers of the RM and the employee's loyalty and co-operation are vital in the team concept

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to solid waste transfer site operator/waste collector job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.