

Job Information

Job title	Compost Attendant	Job Code: COMPS	Pay Grade: B
Title of immediate supervisor	Supervisor- Solid Waste Services		
Department/Division	Solid Waste Services		
Prepared by	N. Pallan		
Date Created	Feb 6, 2015	Revised date	
Dept Head Signature	Originally signed by Harley Machielse	Date	June 5, 2015

Job Purpose

Performs labouring tasks and provides customer service. Ensures the safety and the smooth operation of the drop-off/cart maintenance site on a day-to-day basis including providing assistance to customers and cashier duties.

Duties and Responsibilities

- Upholds the Municipal Safety Policy, promotes, monitors and ensures the public complies with Workers' Compensation Board regulations within the drop off site.
- Coordinates the hauling of full compost bins in a manner that ensures a smooth and uninterrupted service level.
- Monitors vehicles for contractors/commercial loads.
- Answers enquiries and handles or redirects matters relates to Greener Garbage Collection, compost, recycling and leaf collection in a professional manner.
- Sells tickets for the disposal of extra household refuse.
- Ensures that no hazardous waste or other restricted material is dropped off at the drop off site.
- Screens vehicles for residency and issues identification stickers.
- Maintains brochures, pamphlets and other material for hand out to the public.
- Totals and balances weekly cash flows.
- Performs manual work such as sweeping, shovelling, traffic control and clean-up.
- Performs cart maintenance including washing, assembly, staging and storage.
- Operates the backhoe to maintain the drop off site.
- Daily and monthly site safety inspections.
- Performs other related duties as required.

Qualifications

- Grade 11, or equivalent.
- Basic record keeping skills.
- Three months experience in dealing with the public.
- Backhoe certification for the Compost Site.
- Valid Class 5 BC Driver's Licence.
- Annual renewal of Driver's Abstract.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient health, physical condition, strength, stamina and coordination to permit performance of work.

Working Conditions

Work is performed mainly outdoors in all types of weather.