



Municipality of Northern Bruce Peninsula

Job Description

Position Title: Public Works Landfill Attendant (2026)

Department: Public Works

Location: Municipality of Northern Bruce Peninsula

Reports To: Public Works Supervisor or Designate

Reporting Locations:

- Eastnor Waste Disposal Site, 1252 West Road
- Lindsay Waste Disposal Site, 627 Ira Lake Road
- St. Edmunds Waste Disposal Site, 71 McArthur Road
- Or other locations, as required

Position Summary

The Public Works Landfill Attendant is a permanent full-time position within the Public Works Department. This role supports the safe, efficient, and compliant operation of the Municipality's waste disposal sites while contributing to overall service delivery.

Primary responsibilities include the day-to-day operation and upkeep of landfill sites, including inspections, customer service, scale house and POS operations, monitoring recycling and waste disposal activities, and ensuring compliance with environmental legislation and health and safety standards. The position also maintains site cleanliness, transfers waste between sites, dumps bins, and prepares reports and documentation.

In addition to landfill operations, the position may, at times, support broader Public Works operations where operationally required. Such duties will be performed within the scope of the position, employee qualifications, and classification, and in accordance with applicable health and safety requirements.

The position requires strong customer service skills, sound judgment, and the ability to work independently. A valid Ontario Class DZ Licence with a clean driving record is required (or the ability to obtain, where applicable), along with basic computer proficiency. The successful candidate must be capable of working outdoors in all weather conditions and performing physically demanding tasks.

Hours of work shall be in accordance with Article 16 of the collective agreement and may include regular weekend shifts in accordance with landfill operating schedules.

Duties and Responsibilities

- Conduct routine inspections of Municipal Recycling Facilities and Waste Disposal Sites
- Provide front-line customer service and respond to inquiries and complaints
- Maintain knowledge of Environmental Compliance Approval and operational plans
- Operate equipment for waste collection, transportation, compaction, and grading
- Transfer waste between sites and dump bins
- Perform Landfill Attendant duties including scale house operations
- Prepare reports and recommendations as required
- Perform winter maintenance and snow removal
- Maintain site cleanliness and operations
- Operate POS system and handle payments accurately
- Assist customers with proper waste sorting
- Identify and report safety issues or infractions
- Maintain grounds and facilities
- Support Public Works operations, where required, within the scope of the position and classification
- Attend meetings and training sessions
- Comply with all municipal policies, procedures, and applicable legislation
- Work in compliance with the Occupational Health and Safety Act and support a safe work environment in accordance with the collective agreement
- Safeguard and manage municipal funds in accordance with municipal financial policies and procedures

- Perform other related duties within the scope of the position and employee qualifications, as assigned

Qualifications

- Valid Ontario Class DZ Driver's Licence with a clean driving record (or ability to obtain, where applicable)
- Working knowledge of the Occupational Health and Safety Act and safe work practices
- Ability to operate and maintain equipment safely and effectively
- Experience with snow removal and winter maintenance
- Basic computer proficiency
- Strong customer service and communication skills
- Ability to work independently with minimal supervision
- Secondary school diploma or equivalent
- Willingness to attend and complete required training

Working Conditions

- Hours of work shall be in accordance with Article 16 of the collective agreement
- Overtime shall be worked and compensated in accordance with Article 17 of the collective agreement
- Participation in on-call and emergency response duties shall be in accordance with the collective agreement and municipal policy
- Work is performed outdoors in all weather conditions
- Regular lifting (10–25 lbs) with occasional lifting exceeding 50 lbs
- Exposure to noise, dust, fumes, and odours typical of landfill and Public Works operations
- Appropriate personal protective equipment (PPE) will be provided and must be worn as required
- Must be physically capable of performing all essential duties

Pay Rate

As per current collective agreement

General Clause

This position description outlines the general nature and level of work being performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be adjusted from time to time in accordance with operational requirements and will remain within the scope of the position and employee qualifications.

This job description is subject to review in accordance with Article 14 of the collective agreement.

In the event of any conflict between this job description and the collective agreement, the terms of the collective agreement shall prevail.