

The Corporation of the Township of Jocelyn

Job Posting: Call-In/Part-Time Landfill Attendant / Maintenance Corporation of the Township of Jocelyn

The Township of Jocelyn is currently accepting applications for a **Call-In/Part-Time Landfill Attendant / Maintenance** position. This position will involve scheduled shifts ranging from **8 to 24 hours over a two-week period**. The successful applicant will report directly to the **Municipal Clerk**.

Position Overview:

The part time Landfill Attendant / Maintenance worker will work with the current Landfill Attendant who is responsible for the day-to-day operations at the Township's landfill site, as well as fill in for them in the event that the Landfill Attendant is not available. This includes monitoring site access, ensuring proper waste disposal, maintaining cleanliness, and following all municipal policies and procedures regarding waste management.

Key Responsibilities:

1. Greet and stop each vehicle at the landfill entrance to determine the amount and type of waste being disposed.
2. Accept receipts as proof of payment from ratepayers, collect contact information from those who need to be billed, and direct users to the appropriate disposal areas.
3. Ensure no scavenging or unauthorized picking through waste materials, including metal.
4. Prevent unauthorized removal of any materials from the site, including by the attendant.
5. Submit all receipts to the Municipal Office in accordance with municipal policy, as proof of fees collected.
6. Maintain the landfill area by minimizing debris within site boundaries, at the entrance gate, and along the access road. A site check is to be completed at the beginning and end of each shift.

Qualifications:

- Must be able to perform **moderate physical labour**
- Must be able to work in **inclement weather** conditions
- Must be able to interact **positively with the general public**
- Must be able to work **safely and independently with little or no supervision**

- Must be **flexible and adaptable** as regulations and policies change
- Reliable and able to work independently
- Good communication and interpersonal skills
- Basic record-keeping ability
- Knowledge of or willingness to learn municipal landfill procedures

Hours & Compensation:

- **Call-in/Part-time:** Between 8 to 24 hours every two weeks
- **Hourly wage:** to be discussed in interview
- Shifts would be scheduled during the landfill's operational hours:
Summer Hours : Wednesdays and Sundays from 12:00pm – 8:00pm
Holiday Mondays 12:00pm – 8:00pm
Fall Hours: Wednesdays and Sundays from 12:00pm – 5:00pm
Holiday Mondays 12:00pm – 5:00pm. With the opportunity to work additional maintenance shifts at other municipal properties.

How to Apply:

Interested applicants are invited to submit a brief cover letter and resume to:

Kaylee D Angelo, Clerk-Deputy Treasurer at:

ClerkDAngelo@jocelyn.ca

Or in person at :

3670 5th Side Road, Hilton Beach, ON P0R 1G0

Applications will be accepted until **Thursday October 2 at 4:00pm.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.