



Township of Douro-Dummer Job Description

POSITION TITLE: Transfer Station Attendant

DEPARTMENT: Public Works

REPORTS TO: Manager of Public Works

DATE REVISED: October 2025

POSITION SUMMARY

To provide operational and maintenance services for the safe and efficient operation of the transfer station site with the assistance of the Transfer Station Assistant.

RESPONSIBILITIES

- Under direction from the Manager of Public Works, performs a variety of general labour services to ensure that the transfer station site is maintained in a safe, neat and orderly fashion, including waste deposited at entrance gates and along roadsides.
- Provides direction to users as to the correct location for dumping waste and depositing recyclables.
- Provides direction to the Transfer Station Assistant on a variety of general labour and maintenance services at the transfer station site.
- Collects tipping fees for waste deposited and provides appropriate receipts for revenues received. Ensures all revenues are entered on the computer and balanced and submitted to the Municipal Office in an accurate and timely manner.
- Confirms transfer station access privileges with users, ensuring that the Township Waste Management By-Law and policies are adhered to.
- Ensures recycling containers are full prior to removal.
- Ensure that recyclable materials are properly sorted prior to containers being removed.
- Manages the Reuse Building, where residents can drop off clean, gently used items such as small furniture, sporting goods, books, and housewares. Assists ratepayers with identifying acceptable items and arranges for the disposal of any unsuitable materials

- Responsible to adhere to the Occupational Health and Safety Act.
- Responsible for contacting the appropriate contractors for transfer of waste bins, recycling containers, compaction of waste in bins and disposal of waste oil, when these containers are filled to maximum capacity.

WORKING RELATIONSHIPS

Internal: Transfer Station Assistant
 Public Works Department
 All Municipal Staff

External: General Public

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Grade 12 education or equivalent.
- Must possess a valid class “G” driver’s license.
- Current CPR/Standard First Aid.
- Current WHIMIS Certification.
- Successful Criminal Record Check.
- Current Accessible Customer Service Training.
- Good communication skills and proven ability to deal with the public.
- Propane Handling and Transportation of Dangerous Goods certificates are required.
- Proven ability to operate computers and software necessary for record keeping.

SKILLS AND COMPETENCIES

- Good communication skills, proven ability to listen and correspond with the public and effectively communicate with co-workers with tact and courtesy.
- Efficient computer skills in order to input data into the computer system for record keeping.
- Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully.
- Ability to establish and maintain effective working relationships with the public and other Municipal employees.
- Exhibit a high level of initiative, work performance and responsibility in the performance of duties.
- Ability to work independently with minimum supervision.

WORKING CONDITIONS

- Exposure to hazards and inclement weather (e.g. chemicals, asbestos, acid and bacterial waste).
- Moderate degree of physical skills, lifting (up to 30lbs), activities such as reaching, sitting, standing and visual attention to detail.
- Frequently performs repetitive tasks.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date