

## **JOB DESCRIPTION**

<b>TITLE:</b>	Assistant By-law Officer - Waste Disposal Site
<b>DEPARTEMENT:</b>	By-law
<b>REFERS TO:</b>	Director of the By-law Department
<b>SUPERVISES :</b>	S/O
<b>CLASSIFICATION :</b>	3
<b>PROBATION PERIOD :</b>	3 months

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## **PURPOSE OF THE JOB**

Provide customer service at the waste disposal site and recycling transfer station to enforce the Solid Waste Management Policy, as per By-law No. 87-16. Participate in identifying winning strategies to reduce the volume of waste at the landfill site.

## **RESPONSIBILITIES**

### Supervision and Security

- Inspect waste shipments and punch cards of users who live outside the Town of Hearst boundaries.
- Understand and enforce the regulations of By-law No. 87-16.
- Direct customers to the various disposal sites and provide good customer service.
- Ensure the safety of waste disposal site users.
- Observe and identify possible hazards (fire, methane, spills, vermin, etc.) and advise supervisor.
- Other related duties necessary to ensure the smooth operation of the waste disposal site.
- Ensure that people follow the instructions on signs.
- Responsible for collecting payment from users.
- Inform the supervisor, in writing, of complaints from users of the waste disposal site.

### Administration

- Tally the cash on a daily basis.
- Complete reports and documentation relevant to the management of the waste disposal site and record statistics to measure the performance of the municipal waste management program.
- Collect payments based on waste volume.
- Conduct monthly health and safety inspections.

### Housekeeping and maintenance

- Responsible for housekeeping (floor, toilet, windows, etc.).
- Filing documents and answering correspondence by internal mail.
- Responsible for maintaining work tools in good condition.

## **REQUIRED ABILITIES**

A minimum of 3 years work experience in customer service and financial transactions. Ability to perform simple mathematical calculations to estimate the volume of waste. Ability to communicate

effectively in both official languages (oral and written). Basic knowledge of Microsoft Word software is an asset.

Must be autonomous, punctual and reliable. Must act professionally in the enforcement of municipal by-laws. Must have a valid class-G driver's licence.

### **WORK CONDITIONS**

Must frequently work alone outdoors during all seasons. Must often deal with displeased citizens. Hours of work and work schedules vary seasonally as well as the needs and tasks to be performed.

### **EFFORTS AT WORK**

Ability to work while standing or seated, and ability to walk.

### **IMPACT OF MISTAKES**

Should a mistake occur in the work, it could lead to injuries or damages to the public and could cause a financial loss or create a negative image of the Municipality within the community.

### **INTERPERSONAL RELATIONS**

Must maintain an excellent working relationship with the personnel, with the public, with various agencies, with Municipal Council and certain governmental agencies.