

Township of Stirling-Rawdon Job Description

Position Title: Landfill Attendant

Department: Environmental

Reports to: Environmental Manager

Status: Part Time- Permanent CUPE contract

Date Revised: March 31, 2026.

Job Summary / Purpose

Under the direction of the Environmental Manager or designate, the Landfill Attendant is responsible for the operation of the landfill site during normal working hours every Saturday 08:30 a.m. to 4:00 p.m.

The position involves dealing with the public and providing instruction to residents on where to place different forms of waste and collecting tipping fees accordingly.

The landfill attendant is required to work outside for the entire shift and will be expected to work in all weather conditions.

Duties and Responsibilities

Landfill Operations

- Providing a high level of customer service for all visitors to the landfill site.
- Advising customers of landfill policies, by-laws, proper disposal and diversion programs.
- Preparation of tipping fee invoices and collection of tipping fees from members of the public.
- Pick up loose garbage from around the site to maintain a clean facility.
- Enforcement of mandatory clear bag policy to ensure no recycling is placed in the garbage bags.
- Check vehicles entering the site for identification and ensure they reside in the Township of Stirling-Rawdon.

- Ability to work independently with minimal supervision and to make sound decisions

Qualifications and Experience

- Ontario Secondary School Diploma or equivalent (Grade 12).
- Prior work experience with waste handling is considered an asset.
- Excellent customer service skills.
- Experience with record keeping and handling cash is an asset.

Direct Reports

- None

Working Conditions

- Work in variable and severe weather conditions, including snow, freezing rain, rain, hot and cold temperatures and wind.
- May occasionally be required to attend meetings, training, or events at various Township facilities, requiring travel.
- Work may include locations with exposure to sensory elements such as waste materials and odours.

Note: *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*