

**TOWN OF REDCLIFF  
POSITION DESCRIPTION**

**DRAFTED:** April 5, 2012

**JOB TITLE:** Landfill Scale Operator  
Wage Classification: Landfill Scale Operator

**POSITION SUMMARY:**

This position is responsible to provide a variety of duties associated with the monitoring and acceptance of waste at the Redcliff/Cypress Regional Landfill as per the regulations established by the Alberta Environmental Protection and Enhancement Act and the policies and procedures of the Town of Redcliff.

Duties will include screening of prohibited waste, weighing vehicles, record keeping, responding to customer inquiries, and general office housekeeping duties.

**AUTHORITY:** N/A

**REPORTING:** Reports to the Public Services Operations Supervisor and/or Public Services Director or their designates.

**LATERAL RELATIONSHIPS:**

Will work with all members of the Public Services Department to effectively and efficiently accomplish the goals and the initiatives of the Town of Redcliff.

Will be required to consult and co-operate with other municipal employees, contractors, suppliers, government agencies and the general public.

**RESPONSIBILITIES:**

1. Will be responsible for screening of prohibited wastes as per the Code of Practice for Landfills established by Alberta Environmental Protection and procedures established by the Town of Redcliff.
2. Will be responsible for weighing vehicles and to invoice or collect fees from customers delivering waste to the Landfill.
3. Will provide front line contact with Landfill customers, responding to inquiries and directing customers to appropriate disposal sites within the facility.
4. Will perform minor accounting and record keeping functions associated with the operation of the Landfill.

Approved:   
Municipal Manager

Date: April 25/2012

## Landfill Scale Operator

5. Will perform general housekeeping duties in the Landfill Office.
6. Will be expected to work co-operatively with other municipal employees within and outside the department.
7. Ensures that a positive image is portrayed to the public indicating the municipality's commitment to excellence in service to residents of the Town of Redcliff.
8. To perform other related duties as assigned by the Supervisor.

### **QUALIFICATIONS:**

1. Minimum Grade 12 education.
2. Must have the ability to work productively with minimal supervision.
3. Must have good written and verbal communication skills and be able to work effectively with the public.
4. Must demonstrate the ability to be able to work efficiently with computer programs Microsoft Word and Microsoft Excel.
5. Must be willing and able to upgrade skills as necessary to meet the changing needs of the position.
6. Must have and maintain no criminal record as a condition of employment.