



JOB DESCRIPTION

CLASSIFICATION: SCALE OPERATOR


JOB TITLE: LANDFILL SCALE / EQUIPMENT OPERATOR

REFERENCE NO: 66215

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVAL DATES: BY:  **DATE:** March 8, 2022
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** September 8, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This position is responsible for the operation of the Landfill receiving, screening and recording system; customer billing; and the operation and maintenance of landfill and composting equipment.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Landfill Supervisor.
- Maintains effective internal working relationships with other Landfill staff and departmental staff.
- Maintains effective external relationships with other City employees and the general public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Operates and performs basic maintenance and arranges specialized maintenance on the landfill scale, equipment and facilities subject to City and departmental policies, applicable legislation and safety procedures.
- Inspects incoming loads and provides disposal instructions and recycling opportunities to all customers.
- Maintains landfill data on a computerized records system or backup paper records system.
- Receives and accounts for cash payments from customers.
- Operates landfill equipment, as appropriate, including operator maintenance.
- Works shifts of varying lengths in accordance with landfill scheduling and seasonal requirements.
- Prepares oral and written reports as required.
- May occasionally assume duties of Landfill Supervisor.
- Performs other related duties, as required or assigned.

REQUIRED COMPETENCIES:

- Knowledge of landfill operation, development and closure regulations and industry practices.
- Knowledge of landfill and composting operations procedures, policies and bylaws.
- Ability to operate and maintain the landfill scale and facilities.
- Ability to operate and maintain landfill computerized and manual records systems.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Skill in the handling and safeguarding of cash for public transactions.
- Knowledge of the equipment manufacturer's operator's manual as it pertains to operating procedures, limitations and scheduled maintenance.
- Knowledge of effective and efficient landfill compaction operations.

- Demonstrated proficiency in operating and maintaining landfill equipment to achieve efficient productivity.
- Excellent ability to establish and maintain courteous and effective working relationships with other employees, customers and the general public.
- Thorough knowledge of Occupational Health and Safety Regulations and the City of Medicine Hat Safety Policies.
- Ability to understand and execute oral and written instructions.
- Ability to work outdoors and under extreme weather conditions for extended periods of time in the environment found at a landfill site.
- Ability to work independently with limited supervision.
- Ability to follow established performance and productivity standards to maintain required levels of environmental protection.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- One (1) year experience in landfill and composting operations involving customer service, scale operations, computerized and manual record keeping and customer billing.
- Possess and maintain a valid Alberta Class 3 Driver's License with Air Brake endorsement with an acceptable driving record.
- Possess a current Alberta Landfill Operator Certification.
- Possess a current Alberta Compost Facility Operator Certification.
- Possess and maintain Standard First Aid.
- An equivalent combination of management approved training and experience may be considered.