

# JOB PROFILE

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*Solid Waste Services– Planning & Building, Engineering and Environment*

## **Labourer Attendant**

The successful candidate will be part of the Site Operations team which provides compliance related support for the grounds at the Waste Resource Innovation Centre with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

**HOURS OF WORK:** Any five (5) consecutive shifts of eight (8) consecutive hours, Monday through Saturday between the hours of 6:30 am and 11:30 pm.

### **DUTIES:**

- Maintain landscape areas, trim trees, cut grass and snow removal.
- Pick up litter on site and surrounding areas as per the site Certificate of Approval.
- Maintain the Public Drop Off Areas and assist customers.
- Maintain a professional and courteous manner at all times while performing public relations e.g. greeting, responding to operational questions, conveying information on City/site policies and procedures.
- Direct traffic at various locations on site.
- Removal of obstacles hazardous to employees or the public or that interferes with the safe operation of vehicles and equipment.
- Relieve Weigh Scale Operators, Household Hazardous Waste Operators, Spotters and Equipment Operators as required.
- Operate wheeled equipment as necessary.
- Comply with all City regulations, policies and procedures.
- Comply with all the regulations and requirements of the Occupational Health and Safety Act.
- Comply with all regulations and requirements of the Provisional Certificate of Approvals as granted by the Ministry of the Environment for the Waste Resource Innovation Centre.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- Experience related to the duties listed above, normally acquired through the completion of a Grade 12 diploma and 6-12 months experience operating relevant equipment (e.g. loaders and landscaping equipment such as lawn mowers, weed trimmers etc.) and providing customer service. Candidates with equivalent combination of education and experience may be considered.
- A valid Class G drivers licence and possess a good driving record.
- Experience handling cash transactions (e.g. operating a cash register, reconciling and balancing).
- Excellent customer service skills consistent with the principles of continuous improvement and the City's values.
- Basic computer skills using Microsoft Office (Word and Excel).
- Neat in appearance and have the ability to deal with the internal and external contacts in a courteous and efficient manner.
- Must be able to perform physical work (e.g. lifting, walking and working in all types of weather

conditions).

- Knowledge of the Occupational Health and Safety Act
- Must be able to work alone and with supervision.
- Ability to use a computerized weigh scale system would be an asset.
- A valid 'DZ' licence would also be an asset.

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOBS” PAGE FOR CURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***