

TOWN OF KEARNEY

TEMPORARY TRANSFER STATION ATTENDANT JOB DESCRIPTION

Work Title: Temporary Transfer Station Attendant
Department: Public Works Department
Supervisor: Public Works Superintendent
Salary group: CUPE Local 1813
Date: October 2025

Position Summary

Reporting to the Public Works Superintendent, this Temporary Full-time position is responsible for the efficient and effective operation at both Transfer Stations. The position has a typical work week from Friday – Tuesday and 40 hrs per week.

MAJOR RESPONSIBILITIES

Responsibilities include but not limited to the following:

- Maintaining safety standards and legislative requirements at all times;
- Working independently;
- Notifying the Public Works Working Foreperson of bins to be removed and portable toilets to be pumped;
- Enforcing the Town of Kearney's current Waste Management and Fees & Charges By-laws as required.
- Reporting any concerns with the supervisor with vehicle license number or violation name, if known;
- Reporting name, address and vehicle license number of anyone to be charged all tipping and garbage bag fees
- Reporting site condition to supervisor as required;
- Other responsibilities include:
 - o Complete Daily Activity Reports for submission to the supervisor
 - o Suggest recommendations for upgrades
 - o Liaison with contractors, as required
 - o Collect dumping fees and issue receipts as required
 - o other duties as assigned

GENERAL RESPONSIBILITIES

Responsibilities include, but not limited to, the following:

- Maintaining, opening and closing gates at both transfer station sites;
- Inspecting all garbage and debris left at the gates due to illegal dumping, for identification purposes and report to management;
- Verifying that the garbage is from the Town of Kearney by ensure the resident has a Town of Kearney Transfer Station card;
- Ensuring recycling is done according to the Town of Kearney By-laws;
- Maintaining both transfer sites and access roads in clean and tidy including non-acceptance of loose refuse that can blow away;
- Inspecting incoming loads and ensuring they are being deposited in the appropriate location as specified in the By-law;
- Ensuring that prohibited waste as per the Town's current policies or by-law, or provincial legislation is not accepted;

QUALIFICATIONS

Grade 12 or equivalent

Valid Ontario Driver's License – Abstract required

Vulnerable Sector Check required

WHIMIS Certificate

Knowledge of Occupational Health and Safety regulations – Worker Health and Safety Certificate required

Report writing skills

WORKING CONDITIONS

Garbage Environment

1. Dirty, malodorous, possible exposure to animals and toxic materials.
2. No indoor plumbing.
3. Inclement weather conditions.
4. Dust.
5. Heavy equipment and various tools can be dangerous to self and others and must be used in accordance with occupational health and safety standards.
6. Lifting of heavy objects/bags.
7. Use of safety equipment such as, gloves, safety shoes and glasses, safety vests/shirts, long pants, hard hats, etc., are required at all times.