

VILLAGE OF GOLD RIVER

Job Descriptions

POSITION: Drop-Off Depot Attendant	DEPARTMENT: Public Works
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NATURE & SCOPE OF WORK

Under the general supervision of the Superintendent of Public Works or designate, is responsible for the inspection, maintenance, clerical and regulatory work involving the operation of the weigh scales at the drop-off depot. Performs all such other duties as may be required from time to time. The incumbent must exercise ordinary care to ensure the safety of others and courtesy and tack in exchange of routine information with members of the public. In the absence of the Superintendent of Public Works or designate, will report to the Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

- Will weigh a variety of private, commercial and municipal vehicles, using the equipment supplied, to determine the net weight of each load deposited at the drop-off depot.
- Will calculate applicable dumping charges according to the established fee schedule, accepts payments and gives receipts, issues weighbills to established accounts, prepares daily summary reports as may be required, tallies cash receipts and prepares same for deposit.
- Will maintain records related to the operation of the weigh scale and prepares summaries of daily and monthly receipts for audit.
- Will open weigh scale and drop-off depot gates at the beginning of the shift and close and secures site at the end of the shift.
- Will carry out regular and preventative maintenance on weigh scale equipment, generator set, scale house and related equipment.
- Will conduct regular safety checks of depot transfer station..

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- Will monitor recycling area and drop off bins and arrange for same to be emptied as needed.
- Will perform minor housekeeping and maintenance duties in and around the drop-off dept.
- Will monitor and ensure compliance with all bylaws and regulations related to the operation of the drop-off depot.
- Will direct persons using drop-off depot as to where items are to be unloaded and answer questions on recycling and solid waste.
- Will operate the Kubota loader for the moving of Recycle BC mega bags, paint care pallets, battery pallets, moving free store material, pushing overflow garbage in the transfer station and other functions as may be required.
- Will operate debit machine and computer as needed.

REQUIRED SKILLS, ABILITIES & KNOWLEDGE

- 1) Grade 12 or GED equivalent.
- 2) Valid BC Drivers Licence.
- 3) Knowledge of the methods used in operating a semi-automated platform type weigh scale.
- 4) The ability to calculate dumping charges, handle cash, cheque and interac payments, issue receipts, balance cash receipts and prepare deposit.
- 5) Knowledge and ability to operate debit machine and computer system. (excel spreadsheets)
- 6) The ability to maintain customer records and petty cash fund on a daily basis.
- 7) Thorough knowledge of the rules, regulations, bylaws and dumping fee schedules applicable to disposal operations.
- 8) Knowledge of recycling program, paint care program and solid waste program.

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- 9) The ability to inspect vehicles when necessary to ensure the suitability of refuse material for dumping.
- 10) The ability to execute oral and written instructions.
- 11) The ability to be tactful and demonstrate good judgment.
- 12) The ability to operate Kubota loader.
- 13) The ability to maintain an excellent working relationship with the users of the drop-off depot.