



MUNICIPALITY OF MIDDLESEX CENTRE

Enviro Depot Attendant (Seasonal Contract)

The Municipality of Middlesex Centre is a growing municipality of approximately 18,000 people in the County of Middlesex and located to the north and west of the City of London. The Municipality is seeking two (2) qualified individuals to join our Public Works and Engineering Department for the position of Enviro Depot Attendant under seasonal contract.

Position Summary

The Enviro Depot Attendant is responsible for a high level of customer service; greeting residents in a timely, professional manner. The position also involves collecting appropriate fees, providing direction to residents as to where to unload and assisting as necessary. Additionally maintaining a safe, clean, organized Enviro Depot yard allowing for continual traffic flow, and adherence to all legislation, and Municipality policies.

The successful candidates will work each Saturday from 8:30 am to 1:30 pm from April 14th to November 24th, 2018.

Preferred Qualifications

- Secondary school graduation
- Two years' customer service experience
- Excellent verbal and written communication skills
- Strong work ethic required
- Ability to work alone and outdoors year round
- Ability to work in a busy environment
- Physical ability to lift up to 50 lbs

A job description for the position is available on our website www.middlesexcentre.on.ca

Salary range for 2018 is \$18.26 to \$21.37 per hour with a 5 hour Saturday work week.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Friday, March 23, 2018 to:

Brian Lima, P.Eng.
Director, Public Works & Engineering
Municipality of Middlesex Centre
10227 Ilderton Road, RR2
Ilderton, ON N0M 2A0
lima@middlesexcentre.on.ca
Fax 519-666-0271

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Responsible for a high level of customer service; greeting residents in a timely, professional manner. Collecting appropriate fees, directing them where to unload & assisting as necessary. Maintain a safe, clean, organized yard allowing for continual traffic flow. Adhere to all legislation, and Municipality policies.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Facility Management <ul style="list-style-type: none"> Greet customers & price accordingly, help unload as needed Maintain a clean site, picking up debris, magnet run, sweeping, raking etc. Remove contaminants from brush pile Adhere to workplace safety policies, regulations & compliances Perform daily site inspections and report any deficiencies Record incoming waste streams and estimated quantities 	100%
Other <ul style="list-style-type: none"> Undertakes other duties as directed by the Road Supervisor(s) or Director, Public Works & Engineering. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

(absolutely Cannot do without)

Education (degree/diploma/certifications)

- High School Diploma or equivalent

Experience

- 2 years customer service experience

Knowledge/Skill/Ability

- Excellent verbal and written communication skills
- Strong work ethic required
- Ability to work alone and outdoors year round
- Ability to work in a busy environment
- Physical ability to lift up to 50 lbs
- Ability to stand and work for long periods of time



Preferred Qualifications (the Ideal Candidate)

Education (degree/diploma/certifications)

- Standard First Aid CPR/AED Level C Training
- High School Diploma or equivalent

Experience

- 2 years customer service experience

Knowledge/ability/skill

- Excellent verbal and written communication skills
- Strong work ethic required
- Ability to work alone and outdoors year round
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Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Contractors	Rare	Arranging disposal of waste bins
Public/Residents	Regular	Direct residents to correct waste disposal bin/bunker and perform electronic transactions
Department	Frequent	Report needs to Road Supervisor / Director

Work Conditions

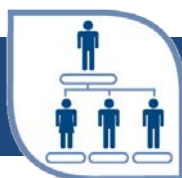
This position's time will be spent predominantly in the field directing residents disposing of approved Enviro Depot waste, obtaining/performing the respective charge electronic transactions, maintaining a cleanly/tidy site, and performing the required daily site inspection/reporting as required by the Municipality's respective Provincial waste disposal licence.

Normal hours of work are 4 hours per week, Saturday. Seasonally from April to November. This position requires the individual to be available in all weather conditions. The use of Personal Protective Equipment will be required at all times.



Corporate Values (Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification (Where this position fits)

Position Title: Enviro Depot Attendant	Division: Environmental Division
Department: Public Works and Engineering	Classification: Non-Union
Branch:	Reports to (Direct): Director, Public Works & Engineering or Road Supervisor
Position(s) Supervised Directly: 0	Position(s) Supervised (Indirectly): 0
Effective Date: Seasonal (April – November)	Revision Date:
Equivalency Code: N/A	Hours per week: 4