

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(OPERATIONS AND WASTE MANAGEMENT DIVISION – RECYCLING AND DISPOSAL SECTION - LOCATION
-120 KING STREET WEST, SUITE 1170)

MATERIAL RECYCLING FACILITY (MRF) ATTENDANT - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager of Material Recycling, the MRF Attendant will be responsible for monitoring the Materials Recycling Facility operations provided by the contractor working on behalf of the City.

GENERAL DUTIES

Carries out site inspections to ensure the building and grounds are maintained.

Monitors recycling loads of inbound material for Quality Control.

Maintains an inventory of all blue carts, blue boxes, green carts and other containers at the MRF.

Monitors processing contractor operations on a daily basis.

Performs/coordinates daily baled commodity weight checks with use of forklift and indoor scales and either inputs data on spreadsheet or in the event of unsatisfactory weight, has contractor rebale for greater density.

Ensures compliance of facility Certificate of Approval by processing contractor.

Locks up gates on MRF site and performs security checks of the property.

Arranges for repairs/maintenance with the Facility Department.

Performs monthly check of each fire extinguisher throughout the facility to ensure unit has been inspected by qualified personnel.

Performs forklift driver duties to receive and move containers and other inventory within the site.

Conducts facility tours.

Receives and answers inquiries from staff, sub-contractors and public.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Proven experience in Waste Management practices with and understanding of Waste Management practices.
2. Demonstrated knowledge relating to the duties described above.
3. Must be able to communicate effectively both verbally and in writing.

4. Working knowledge of computer software applications, MS Office Professional (Outlook, Word, Excel)
5. Must have a valid tow motor certification.
6. Must possess a Class "G" Driver's Licence.