

## **POSITION DESCRIPTION**

<b><u>JOB TITLE:</u></b> Parks & Recreation / Transfer Station Attendant	<b><u>REVISION DATE:</u></b> May 2026
<b><u>REPORTS TO:</u></b> Clerk-Administrator	<b><u>STATUS:</u></b> Full-time
<b><u>DEPARTMENT:</u></b> Transfer Station / Parks & Recreation	<b><u>TYPE:</u></b> Hourly

### **PURPOSE OF POSITION:**

The Parks & Recreation / Transfer Station Attendant will be part of a weekly rotation between the Transfer Station and Parks & Recreation Departments. The employee is responsible during their weekly rotation at the Transfer Station to complete the daily maintenance of operations at the Municipal Transfer Station in a cost effective and safe manner, ensuring all duties are performed to the standard set out by the Municipal Waste Management By-Law, the site Certificate of Approval; and at the Parks & Recreation to complete daily duties maintaining clean, accessible, presentable and safe municipal buildings, parks and recreational grounds, while also assisting with maintenance, custodial, and landscaping responsibilities as needed. The employee will also be responsible for testing and maintaining safe drinking water to Township facilities daily.

### **RESPONSIBILITIES AND DUTIES:**

#### **Transfer Station**

- I. Performing daily mechanical operations and maintenance of the Municipal Transfer Station by:
  - Performing daily routine inspections on machinery at the Transfer Station;
  - Reporting any mechanical or service concerns to the Clerk-Administrator or designate;
  - Ensuring security and safety of users and property by locking out all equipment and vehicles as well as monitoring perimeter of sites;
  - Maintaining housekeeping and tidiness of the facility and grounds.
  
- II. Overseeing the daily operations of the Transfer Station by:
  - Opening/Closing the Transfer Station;
  - Answering the telephone and provide information to the general public regarding hours of operation, acceptable types of waste and recycling, location and direction to the Transfer Station, and prices associated with disposal.
  - Operating equipment and machinery in an alert and competent manner;

- Monitoring and recording all users of the site ensuring they are Perry Township residents;
- Ensuring all users abide by procedures as outlined in the Municipal Waste Management By-law through promotion and education;
- Obtaining information regarding material entering the Transfer Station by greeting Transfer Station users, asking questions and visually confirming contents are appropriate for Transfer Station disposal in a polite, courteous and positive manner;
- Processing and balancing daily receipts and deliver bank deposit and necessary paperwork to the Municipal Office;
- Accepting or rejecting loads based on contents and suggest possible alternatives based on Township requirements;
- Maintaining clean and presentable office quarters;
- Notifying contracted service of required bins to be hauled to the Landfill Site;
- Performing general inspections of yard area to ensure pile areas are safe for the public to access;
- Performing general labourer duties in the construction or maintenance areas within the Transfer Station;
- Obtaining approval from the Clerk-Administrator or designate before presenting new information to the public;
- Ensuring Hazardous Waste Material is appropriately managed in accordance with the Township's Policies and Procedures;
- Ensuring all users are greeted in a polite, courteous and positive manner in keeping with our Township identity;
- Working as a functioning team member with other Municipal Departments;
- Completing necessary clean up and compacting at the Transfer Station with the operation of the skid steer and/or excavator on a weekly basis.

III. Performing seasonal maintenance of sites by:

- Sanding pedestrian walkways on site;
- Clearing snow allowing users to access household waste compactor, scrap metal, container, fibre and other bins;
- Maintaining access to Test Well;
- Performing annual spring clean up;
- Monitoring and maintaining performance of water pumps;
- Assuring all stockpiles are accessible, free of contaminates and are stored in designated areas.

IV. Maintaining accurate and detailed financial records by:

- Collecting fees of site use and issuing receipts for tipping fees;
- Recording and balancing tipping fees received;
- Completing time sheets;
- Maintaining statistical records (bin, compactor) as required;
- Contacting contractors for removal of recyclables as required.

## **Parks & Recreation**

- I. Performing daily grooming and safety duties of all municipal parks, operating shop and recreation facilities by:
  - Grass cutting / trimming / landscaping at municipal properties;
  - Removing any waste from park grounds and municipal buildings;
  - Maintenance of the Township ice skating rinks (shovelling, scraping, flooding) during the winter months;
  - Responding to public complaints or concerns of unmanaged areas;
  - Ensuring safety equipment (fire extinguishers) are active, up to date, or replaced at all designated locations;
  - Operating snow-blower to allow access to parks and municipal buildings when required;
  - Operating all vehicles in a safe, alert, and cautious manner;
  - Performing minor repairs and maintenance on Township buildings and facilities as directed by the CBO/By-law Enforcement Officer;
  - Ensuring that park and rest facilities are cleaned and in safe condition;
  - Maintaining a hazard free workshop area by performing daily cleaning duties;
  - Completing the table set up and take down for community centre rentals.
  
- II. Maintaining accurate and detailed records and performance of water system components by:
  - Monitoring systems for rust, and other potential defects;
  - Changing filters, as required;
  - Collecting or overseeing the collection of samples;
  - Troubleshooting any issues with water systems immediately and ensuring all follow up steps are taken.
  
- III. On occasion, will provide back-up coverage for custodial, which would require performing cleaning and safety duties of municipal facilities by:

### Community Centres

#### Municipal Buildings (does not include garage/bay areas)

- Cleaning of facilities, including but not limited to light dusting; vacuuming, sweeping, mopping and cleaning of kitchen and washroom facilities, minimum weekly or as required;
- Remove garbage and recycling, as required;
- Restock and order necessary cleaning products and materials through cooperation with the administration staff;
- Conduct regular inspections for general cleanliness, weekly inspections for damages, defects and malfunctions;
- Responsible for laundering tea towels;
- Outdoor windows to be cleaned seasonally as required; and indoor windows to be cleaned, as required.

Park Facilities (including Novar Rink Building, Emsdale Park Washrooms, Brooks Falls, Clear Lake Beach)

- Cleaning and maintenance of washroom facilities, dusting, sweeping, mopping as required;
- Remove garbage and recycling, as required;
- Restock and order necessary cleaning products through cooperation with the administration staff;
- Conduct regular inspections for general cleanliness, weekly inspections for damages, defects and malfunctions.

Performing other associated duties, as required.

**POSITION SPECIFICATIONS:**

**Education & Qualifications:**

- OSSD or equivalent combination of education and experience;
- Advanced for Small Drinking Water Systems (O. Reg. 319/08) Certificate, or the ability to maintain;
- Basic Arena Refrigeration, or the ability to maintain;
- Valid Class "G" License with an acceptable Driver's Abstract is required;
- Acceptable Police Records Check.

**Experience:**

- One-year relevant customer service or operations experience;
- Cash handling experience;
- Experience operating and maintaining equipment is preferred.
- Experience in operating and maintaining equipment used for grass cutting and trimming, and snow removal;
- Experience in maintaining operations of water systems;
- Familiarity with chain saws, steam jennies and other shop equipment;
- Experience in cleaning and maintaining facilities.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of the waste industry and ability to learn to distinguish types of waste that may or may not be acceptable by the Transfer Station;
- Understanding of Occupational Health and Safety Standards (OHSA), WHMIS, Township Comprehensive Health and Safety Program, Municipal Waste By-Law, and the Certificate of Approval;
- Knowledge of Township boundaries and civic address system
- Excellent organization and time management skills;
- Ability and willingness to work with the public at all age levels and provide exceptional customer service;
- Knowledge of Water Systems management;
- Good mechanical skills;

- Ability to work in a fast-paced environment with high level of professionalism with minimal supervision;
- Must be able to lift 50 pounds;
- Ability to operate efficiently a skid steer, excavator, pick up truck and trailer, and independently load and unload equipment from trailer (tractor and riding mower);
- Constantly demonstrate a willingness to work as a team.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to work in an outdoor environment including hot and cold temperatures and noise, using pertinent equipment, with ability to travel to different sites and locations and lift 50 pounds.