

**County of Peterborough
Job Description**

Position:	Waste Management Operations Technician (Student)	Position ID:	0281
		Bargaining Unit:	Non-Union
Department:	Planning & Public Works	Salary Grade:	Student Grid
Reports to:	Manager, Waste Management	Date:	January 20, 2022

This job description is:	New <input type="checkbox"/>	Existing <input type="checkbox"/>	Revised <input checked="" type="checkbox"/>	Rescinded <input type="checkbox"/>
--------------------------	------------------------------	-----------------------------------	---	------------------------------------

Job Summary:

The Waste Management Operations Technician (Student) position is primarily responsible for operating seasonal Household Hazardous Waste (HHW) depots, including receiving, sorting, packing and recordkeeping of HHW. This seasonal position also involves resident education/outreach, and various waste management duties as assigned. This position is required to work 35-40 hours per week, including most weekends, at a Transfer Station site and other locations throughout the County.

Duties and Key Responsibilities:

HHW Site Management:

70%

- Sorting HHW materials for reuse and transport to safe recycling and disposal facilities
- Accepting electronic materials for storage, transport and safe recycling
- Regular heavy lifting of bins and containers
- Recordkeeping in accordance with the legal and operating requirements
- Providing routine maintenance and housekeeping to work areas and equipment
- Providing information to general public on County waste programs
- Working alone in rural areas with minimal supervision

Outreach Programs:

15%

- Providing information to County residents on various County waste reduction programs and how they've been impacted by the Covid19 situation
- Assisting staff at special events
- Road-side / bridge-side clean-up
- Blue Box monitoring
- Surveying residents at local events and transfer stations

Other:

15%

- Cooperatively work in a team environment
- Assist in office activities including database/spreadsheet data entry, manipulation and reporting, and providing basic customer service.

Supervisory Responsibilities:

Position Title: Waste Management Operations Technician (Student)

The position does not supervise the work of others.

Job Specifications:

- Currently enrolled in, just completing or planning to complete a degree or diploma in post-secondary education; course experience in Chemistry required
- Preference will be given to students studying Environmental Sciences, Waste Management or Marketing/Promotion.
- Class "G" Driver's license – abstract required
- Previous experience working outdoors – exposure to all weather conditions and in a labour intensive environment
- Experience in Microsoft Suite (Word, Excel, Access, PowerPoint)
- Experience working with challenging inquiries from the public
- Must have CSA approved safety footwear
- In accordance with County Policy, a Criminal Record Check that is acceptable to the County will be required as a condition of employment.

Key Performance Competencies:

- Self-motivated
- Strong analytical and critical thinking skills
- Strong initiative and ability to self-direct work tasks
- Demonstrated reliability and punctuality
- Strong Health and Safety awareness
- Good organizational, presentation and communication skills
- Excellent customer service skills
- Ability to lift 22 kg (50 lbs.)

Working Conditions:

- Exposure to hazardous substances, dirt, dust and landfill odours
- Variable hours – working most weekends and occasional evening work required
- Exposure to both office and home working environments
- Complete physical tasks, including repeated lifting

Position Title: Waste Management Operations Technician (Student)