

## **JOB SUMMARY**

Reporting to the Diversion and Disposal Facilities (DDF) Operations Supervisor, the DDF Scale Attendant is responsible for processing and directing inbound and outbound vehicles, for collecting the appropriate recycling and disposal fees, for collecting accurate operational data and for providing information to customers about use of the DDF facility.

## **DUTIES / RESPONSIBILITIES**

- Opens and closes the scale house daily, and ensure the security of the scale house and scale house equipment
- Manages the flow of vehicles into and out of the DDF
- Screens vehicles entering the DDF and accurately assess the nature of the material present in the vehicles
- Enters vehicles into the Auto Scale database
- Directs customers to the appropriate disposal and/or recycling locations at the DDF
- Collects accurate operational data with respect to type of material, quantity of material and geographic source of the material disposed of or recycled at the DDF
- Collects the appropriate recycling and disposal fees, issues receipts and provides correct change
- Balances and reconciles cash, credit cards, debit cards, and prepaid tipping fees card transactions and prepares and submits accurate daily and weekly financial reports
- Prepares the daily bank deposit
- Maintains the overall cleanliness of the scales, the scale house and the area in the immediate proximity of the scale house
- Ensures that contractors sign in and are aware of site safety rules
- Requests services from RDNO's contractors when required for the removal or processing of items such as tires, propane tanks, asphalt shingles, drywall, refrigerated appliances, Blue Bag Recyclables, old corrugated cardboard, etc.
- Answers customer inquiries related to DDF operations, fees and charges and RDNO recycling programs and initiatives
- Be familiar with, understands, implements and enforces provisions of the RDNO Municipal Solid Waste Management Bylaw, as amended from time to time
- Provides back-up to the DDF Inspector
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Diversion and Disposal Facilities Operations Supervisor			
Positions directly supervised:	n/a			
This position is responsible for:				
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work	<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees	<input checked="" type="checkbox"/> Not applicable

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ High school graduation</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Six months scale attendant, or related experience</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent customer service skills</li> <li>▪ Courteous, friendly and outgoing with good verbal and written communication skills</li> <li>▪ Ability to handle cash and manage financial transactions</li> <li>▪ Excellent attention to detail</li> <li>▪ Ability to understand and follow written and verbal instructions</li> <li>▪ Proficient with MS Office software, particularly MS Excel</li> <li>▪ Ability to perform under pressure in a high customer volume environment</li> <li>▪ Ability to stand for extended periods of time</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Must be willing to work weekends and statutory holidays with variable shift lengths</li> <li>▪ Exposure to dust, fumes, odours and materials common to the disposal of municipal solid waste and recyclable materials</li> <li>▪ Must sign an Averaging Agreement as outlined in Section 37 of the <i>Employment Standards Act</i></li> </ul>

**CLASSIFICATION**

Wage Level 6

**JOB DESCRIPTION**

Effective date: June 23, 2020