

Leq'á:mel First Nation
Job Description

Solid Waste Transfer Station Operator:

Reports To: Trailer Park Manager/ Band Manager

The Transfer Station Operator is responsible for the day to day operation and monitoring of the Solid Waste Transfer Station.

Duties:

1. Responsible for the security of the Transfer Station site. This includes unlocking and locking the gate and office trailer and operating any security measures in place.
2. Maintain a record of all people using the station. This record will serve to track overall usage, as well as to enforce the two bag per week limit on household garbage for tenants.
3. Collect user fees from tenants who have gone over their two-bag limit and from residents of the area who are not LFN tenants or members. Deposit or secure these funds at the end of each day according to the security procedure developed by the Administration office.
4. Assist all persons using the station in proper disposal of their household waste. Answer questions on the recycling program and provide handouts if requested.
5. Collect household waste from community Elders once a week. Correctly dispose of this waste at the Station.
6. Ensure lidded bins are properly closed at the end of each day.
7. Ensure the site is safe and tidy at the end of each day.
8. Maintain the site in a safe and clean state. Sweep and /or hose down roadways as necessary, properly dispose of all waste left lying around the site.
9. Conduct a weekly inspection of the facility, including the truck roadway, for refuse, obstacles, etc. Take appropriate action to keep site clean and safe.
10. Operator required to attend hazardous materials training. Use this training to identify, separate and properly dispose of any potentially hazardous or prohibited waste that is dropped of at the station.
11. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
12. Conduct all other relevant duties as requested by the supervisor.

Employee

Date