Job Description

Working Title:	LABOURER – RECYCLING CENTRE
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	0.7
Classification:	UNION
Division:	CIVIC AND MUNICIPAL OPERATIONS
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	SUPERVISOR, UTILITIES AND ENVIRONMENT

☐	New Position
☒	Update of current position
☐	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

The Labourer – Recycling Centre provides support to the Operations department. This position is responsible for; maintenance of the recycling depot, landscaping, greeting, educating and assisting residents with sorting of recyclable goods, and ensuring recycling bins are free of contaminated items. Assembling waste/Organic bins and pickup/drop off of bins.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility

	• Maintains cleanliness of the recycle depot • Assists residents in sorting of recyclable goods • Educate residents through distribution of brochures of the recycling process • Greet residents in a friendly and professional manner • Responsible to contact sub-contractors to remove collected recyclables • Snow clearing in the winter months • Ensure recyclables are not contaminated by unacceptable goods • Responsible for work orders pertaining to resident organic bins • Assist with parts pick-up for the Public Works shop as required • Assemble waste & organic bins • Delivery & pickup of waste/organic bins • Perform daily safety checks in accordance with Occupation Health & Safety and the Town of Stony Plain Safety Policy • Other duties as assigned and within the scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
N/A	☐	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:
• Minimum of 1 year experience in a customer service orientated environment

Required designations, licenses, Certificates required:
• Class 5 Alberta Drivers License

Required Knowledge, Skills and Abilities:
• Strong customer service and communication skills • Excellent organizational skills • Computer literate, with proficiency in Microsoft Office applications and the ability to learn and use the Town's electronic work order management system and record keeping. • Understanding of recycling systems • Assist with implementing improvements to Recycling Centre operations, including new recycling programs, signage, site organization and customer service procedures. • Physical ability to use hand tools, life heavy objects (over 12lbs), work in awkward positions, stand and walk throughout the day and work in inclement weather • Ability to operate skid steer and/or rubber tire back hoe

Software/Technology

PHYSICAL EFFORT	
☐	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur

	occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
☐	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
☒	Regular, frequent or sustained and considerable physical effort tis required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
☐	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
☐	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
☒	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.

Employee Name (if applicable): _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Review Date: _____