

Job Description

TRANSFER STATION ATTENDANT

Transfer Station Attendant
17/04/2026



Position title: Transfer Station Attendant

Department: Community Services

Reports to: Director of Community Services / Agriculture and Waste Supervisor

Position Summary

Under the supervision of the Director of Community Services, with day-to-day work direction provided by the Agriculture and Waste Supervisor, the Transfer Station Attendant is part-time position responsible for performing the work necessary to operate, maintain, and improve the County of St. Paul's transfer stations and landfills, and is a safety-sensitive position. The Attendant has the responsibility of managing the proper disposal of solid waste streams and recycling at the County landfills and transfer sites. The Transfer Station Attendant is responsible for adhering to Health and Safety Legislation and the County of St. Paul safe work policies and procedures always, ensuring the protection and safety of self, co-workers, the public and environment.

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the County of St. Paul No. 19 (the County) acting reasonably to meet the business, community, and/or regulatory needs of the organization.

Key Responsibilities

Waste Segregation and Coordination (50%)

- Performing daily site inspections and reporting irregularities, damages, or break ins to the Agriculture and Waste Supervisor.
- Examining customer loads to prevent disposal of unacceptable waste and directing acceptable waste and recyclables to designated locations in accordance with regulations.
- Interacting with site users in a respectful and professional manner, providing information, responding to concerns, and answering questions related to waste segregation, recycling options, waste diversion practices, and proper disposal methods in accordance with County and Provincial programs.
- Assisting in the enforcement of County transfer station and landfill rules and regulations.
- Notifying the Agriculture and Waste Supervisor when bin sites, recyclables, dry waste pits, or burn pits require servicing, compaction, or clean up.
- Maintaining the controlled burning of approved combustible waste (wood products) in accordance with County procedures and notifying the Agriculture and Waste Supervisor when burn pits require maintenance.

Site Maintenance (25%)

- Checking propane percentage and calling for service if it is below 20%.

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- Keeping Operator Building neat, tidy, and smoke free.
- Keeping the transfer site and roadways litter free.
- Cleaning the area in front of bin sites, operator office, and gates free of dirt, snow, and ice (salt if required).
- Informing Emergency Response Dispatch that a burn will be conducted, using the established County fire procedures and permit requirements, and ensuring the burn pit and surrounding area are safe before, during, and after burning.
- Ensuring oil or other hazardous / environmental waste and recyclables are segregated properly and disposed of in accordance with County procedures and/or provincial regulations.

Administration (25%)

- Completing required administrative paperwork, including transfer site traffic count sheets, monthly inventory lists, invoicing documentation for chargeable materials, and maintaining records related to contractors and service providers (such as recycling vendors), in accordance with County procedures.
- Receiving, handling, and accounting for applicable user fees in accordance with the County's fee schedule bylaw and established procedures, and maintaining records related to monies collected, equipment, and material inventory.
- Attending safety meetings and employee workshops as required to ensure safe work practices and compliance with current regulations by staff and site users.
- Adhering to Health and Safety legislation and the County of St. Paul safe work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public, and the environment.
- Reporting in and using the *Ok Alone* work-alone system in accordance with County procedures.

Reporting Relationships

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the County acting reasonably to meet the business, community, and/or regulatory needs of the organization.

Formal supervision and performance management of this position is to the Director of Community Services, with the Agriculture and Waste Supervisor providing day-to-day work direction and oversight.

Position directly supervises the following:

- None at this time

Position indirectly supervises the following:

- None at this time

Knowledge, Skills, Abilities

- The following are required in this position:
 - High school diploma or GED.



- Ability to safely unload and sort waste management materials, including moving materials up to 50 lbs/23 kgs.
- Ability to perform all job functions required in a safe manner to avoid personal injury, injury of others, and equipment or property damage.
- Being accountable for own actions and organized on the job, ensuring work is conducted at a steady and efficient pace with attention to detail.
- Good English verbal communication skills that allow for clear communication and information exchange.
- Ability to establish and maintain respectful and effective working relationships with others, and to manage conflicts that may arise in a respectful, inclusive, and calm manner, ensuring a positive attitude is employed in day-to-day work.
- The following are considered assets or preferences in this position:
 - Experience and/or training operating a skid steer.
 - Transfer Station Basics certificate.
 - Landfill Basics certificate.
 - Handling of Household Hazards Waste certificate.

Working Environment, Physical Conditions and Capabilities

- This is a part-time position averaging approximately 12-to-18 hours per week, generally scheduled in 6-to-8 hour daytime shifts based on transfer station operating days. Weekend work is required.
- This position works in County waste management facilities, including transfer stations and landfill sites, and involves exposure to waste and recycling materials and varying weather conditions. Safety precautions and personal protective equipment are provided and must be used when required for the work being performed.
- This position involves working at multiple County locations, including sites in Ashmont, Mallaig, St. Edouard, St. Lina, Vincent Lake, and Whitney Lake, including two sites with Class III landfills. The Transfer Station Attendant must be willing and able to work at any assigned site as scheduled by the Agriculture and Waste Supervisor.
- The Transfer Station Attendant must have access to a reliable personal vehicle and be able to travel independently to assigned work locations. Occasional use of a personal vehicle during the workday to assist with operations must comply with County policy, including insurance requirements, and a vehicle allowance may be provided in accordance with County policy.
- Physical requirements include standing, walking, bending, and routinely lifting up to 50 lbs or 23 kgs. The work is physical in nature and requires a moderate degree of fitness.
- Work may be conducted as a sole attendant, requiring working alone and reporting in or using the *Ok Alone* work alone system in accordance with County procedures.
- Good depth perception and hand eye coordination are required.
- This is a safety-sensitive position.

