



## **SCHEDULE A**

**POSITION TITLE:** Field Monitor/Laborer

**TITLE OF SUPERVISOR:** CAO of BVWMC

**GENERAL ACCOUNTABILITY:** The Field Monitor receives on-site direction from the Chief Administrative Assistant. The employee's primary duties are to screen and aid customers in sorting incoming wastes as well as litter clean-up and maintenance. Employee in this position will be responsible for some operation the equipment owned or leased by the Commission when required safely with a skilled and certified operator on site. The Employee will be required to perform a wide variety of duties and tasks associated with landfill, composting and recycling operations.

**PLACE OF WORK:** Francis Cooke Regional Class III Landfill, Exshaw, AB

### **MINIMUM QUALIFICATIONS:**

1. Must have a valid Alberta Driver's license with air brake an asset
2. Must be working towards AENV Municipal Class III Landfill Operators Certification or be willing to obtain
3. Must be trainable in operation and maintenance of heavy equipment
4. Must be able to understand and comprehend verbal & written instructions.
5. Must be in good physical shape to lift up to a minimum weight of 50 lbs.
6. Must possess Standard First Aid and CPR certificate.

### **SPECIFIC DUTIES:**

- ✓ Responsible for ensuring that unacceptable material that the employee is aware of is not buried at the Landfill;
- ✓ Responsible for ensuring any restricted wastes identified are identified for proper labeling/ handling/ storage for appropriate offsite disposal;
- ✓ Primary duties include monitoring customer loads, directing customers and communicating with the Weigh scale attendant on an ongoing basis to determine waste composition, classification and compliance;
- ✓ Daily Litter Clean up along Landfill fence-line and General maintenance activities
- ✓ Safe and efficient operation of equipment and in the performance of non-equipment related tasks at all times;
- ✓ Performance of regular scheduled equipment maintenance / inspections;
- ✓ Maintenance and operations of recycling compounds/programs; Rock and Lime Waste area; Yard and Garden Composting;
- ✓ Knowledge of and adherence to the Operations Plan, Health and Safety Plan;
- ✓ Courteous representation to Landfill Facility customers, drivers, etc.;
- ✓ Reporting all accidents, near misses verbal and in writing to the CAO;
- ✓ Reporting all waste discrepancies in writing to the CAO;
- ✓ Other related duties required by the CAO;