

ECO Station Attendant

DEFINITION

Incumbents in this class rotate through a number of work stations throughout the ECO Station facility. A variety of manual tasks are performed in processing incoming materials for disposal or recycling, and individual assignments can vary depending on the workload each day, season, and other factors. During the course of processing incoming materials, there is contact with the Public and a requirement to deal effectively with facility users arriving with items for disposal.

Work is performed under the general direction of the ECO Station Foreman, under both inside and outside conditions and during all seasons. There is a requirement for periods of heavy lifting or continuous movement while materials are being processed, as well as for proper clothing, masks, and other protective measures to be taken. Incumbents must ascertain the nature and toxicity of incoming materials in order to process them in the appropriate manner consistent with safety and environmental considerations and the Foreman is available for consultation on specific instances when necessary.

Incumbents initially work under close supervision and direction while training with more experienced attendants, and as experience is gained, the duties of ECO Station Attendants are performed relatively independently.

Incumbents work at a number of designated facility locations to process incoming materials for disposal or recycling. These areas are generally staffed on a scheduled and rotational basis, and incumbents are required to relieve at various positions during designated times or as current workload demands necessitate.

TYPICAL DUTIES*

Greets customers, informs incoming users on rate structures and charging policy, identifies applicable fees for each incoming load, accepts payments and operates cash registers, provides receipts, balances cash received to registers, completes applicable bank deposit slips and other financial records, and ensures that cash registers are maintained in proper working condition.

Provides traffic control and direction to ensure efficient processing through the ECO Station, answers questions and provides information on procedures for recycling, disposal, and the safe use of the facilities.

Performs a preliminary review of incoming materials to determine their acceptability, and assists with unloading of refuse, oversized items, recyclables, paint, oil, batteries, propane tanks, aerosols, etc. into carts, bins, and other collection areas.

Examines incoming container labels to ascertain the nature of materials contained, consulting reference manuals when necessary and sorts containers into appropriate areas for further processing or disposal. Pours materials (oil, glycol, gasoline, etc.) into bulk containers. Identifies containers with poisons, hazardous vapours, and related special handling considerations and ensures that proper handling procedures are followed.

Sorts incoming paint cans and separates salvageable paint for paint exchange, opens paint cans and drains contents into bulk disposal containers, scrapes residue, and processes cans and lids for recycling.

Assists with the movement of bulk storage containers within the facility, sorts' materials and removes unwanted items for disposal, and assists with maintaining the ECO Station in a clean and orderly condition.

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Reports safety violations, procedural problems, and advises the foreman of extremely hazardous materials brought on site.

Deals with members of the Public and others in order to educate on the correct methods of materials handling and disposal, conducts tours of the facility to various outside groups, and assists with the preparation and distribution of information brochures and videos on the facility.

Prepares Dangerous Goods manifests and bills of lading and verifies shipments of hazardous materials, and other types of records and documentation as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of a wide variety of hazardous materials, and the appropriate methods of handling, storage and disposal and the effective use of protective clothing, respirators, and related safety equipment.

Knowledge of WHMIS and First Aid, or the ability to successfully pass training courses in these areas.

Ability to assess incoming materials for acceptability, to screen out commercial loads of hazardous waste and to identify substances deemed to be extremely hazardous (radioactive or explosive materials, etc.)

Ability to deal with members of the Public in an effective manner, and provide educational information concerning the Station and handling of materials.

Ability to withstand periods of strenuous physical activity as well as working in outside weather conditions.

Skilled in the safe handling of a wide range of materials brought to the Station and associated manual and motorized materials handling equipment.

Skill in the handling of cash and the operation of a cash register.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 or an equivalent combination of training and experience. Some coursework in Chemistry is preferable. Class 5 Driver's license and City Driving permit. 1st aid certification and WHMIS training. A minimum of two (2) years of experience in dealing with the public in a customer service environment is required.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1301			
Last Updated:	2008/03			
Previous Updates:				
Originated:	1997-10			