MUNICIPALITY OF
South Bruce

Landfill Attendant – Temporary Position

The Municipality of South Bruce is seeking a reliable and motivated Temporary Part-Time Landfill Attendant to assist with operations at the Mildmay Landfill. This position, approximately 11 hours per week on Wednesdays and Saturdays, involves providing information and support to residents, monitoring loads and site activities, collecting applicable fees, and performing routine maintenance, groundskeeping, and inspections. Applicants must hold a valid Class "G" driver's license and be able to work in all weather conditions, including heat, cold, and wet environments. This role offers the opportunity to contribute directly to the community while gaining hands-on experience in municipal operations.

A full job description, including the desired skills and qualifications is available on the Municipal Website: www.southbruce.ca/careers

Interested candidates are invited to apply by submitting their resume with cover letter **by 12:00 pm Noon on November 6, 2026,** to:

Laura Kennedy HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to lkennedy@southbruce.ca in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted about a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

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POSITION DESCRIPTION

POSITION TITLE: Landfill Attendant (Part time)

DEPARTMENT: Public Works

SALARY GROUP:2
(Salary Range: $20.23 - $24.08)

DIVISION: Roads

GENERAL SUPERVISOR: Public Works Superintendent

POSITION SUMMARY:

To assist with the landfill operations during normal operating days by providing information and support to residents, monitoring loads and site activities, collecting applicable fees and providing a variety of maintenance, grounds keeping and routine inspections.

MAJOR TASKS:

1) Accepts direction from the Public Works Superintendent for the planning and prioritizing of work schedules.
2) Carries out work assignments using a variety of tools and equipment
3) Responsible for using the appropriate piece of equipment for all jobs in a safe, effective manner.
4) Under the guidance of the Public Works Superintendent, is responsible for maintenance and cleaning of the landfill building.
   a) **South Bruce Landfills**
      i) Assists the public with the sorting and disposal of refuse and recyclable material at the Municipality's landfill sites.
      ii) Collects appropriate revenue for tipping fees
      iii) Assists the Public Works Superintendent with maintenance of records as required
      iv) Assists with the routine maintenance and cleaning of the landfill site
      v) Performs work in a safe manner, in accordance with the municipality's corporate policies and procedures
      vi) Assist with operation of scale and relevant equipment

   b) **Health & Safety**
      i) Attends employee orientation training
      ii) Attends other relevant training as directed by the PW Superintendent
      iii) Maintains equipment, vehicles and tools in safe operating condition
      iv) Observes hazards and reports them immediately to the supervisor
      v) Operates all municipal equipment in a safe manner as directed by the supervisor
      vi) Works with other employees to maintain the municipal buildings in a neat and tidy condition.
      vii) Wear appropriate personal protective equipment.
      viii) Is familiar with and understands the municipality's corporate health and safety policies and procedures.
5) Other duties as assigned.

QUALIFICATIONS: Ability to operate a variety of equipment effectively, safely and efficiently. Knowledge of equipment and its capability and what it can and cannot do – ability to identify operating problems. Is the holder of a Class “G” driver’s license.

CONDITIONS OF EMPLOYMENT: Must be able to work in all weather conditions including heat, cold and wet environments. May be required to work beyond the normal hours of work and respond to emergency situations on weekends and during the night

Prepared By: AW Approved By: JM, LM
Effective Date: September 1, 2021