Queens Coast
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Job Description — Solid Waste Facility Labourer

POSITION SYNOPSIS AND PURPOSE
(A position overview and how it aligns with corporate strategies)

Reporting to the Solid Waste Facility Supervisor, the Solid Waste Facility Labourer is responsible for safely and effectively operating equipment or tools, including manual labour as directed. This position will work jointly with division employees to execute the obligations of the Solid Waste Facility Operations Manual including inspecting, receiving, directing, and treating incoming waste streams as guided in the Manual.

Solid Waste Facility Labourer includes operating light vehicles (<4500kg GVWR) and compacting equipment for the purpose of baling recovered materials to be shipped to market

MAJOR RESPONSIBILITIES
(Position activities and allocation of time spent doing each activity)

Description	Approximate Time Spent (%)
Recovery • Inspects and receives incoming 'blue bag' waste material, places and removes material from sorting line into designated receptacles • 'Bulks' sorted items by using compressing and strapping or winding into bales to prepare for market • Counts separated individual items into transfer bags, tagging and sealing to prepare for market	80%
Facility • Supports facility operation by assisting Facility Operator staff jointly by providing a clean site free of debris and litter • Maintains site through minimizing vegetation and growth as necessary • Removes hazards from the facility as required such as snow and ice, fallen trees, etc	10%
Other • Completing hazard assessments with work groups • Providing work records or completing equipment and facility inspections as required	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- High school diploma or equivalent
- Class 5 NS Drivers License
- Additional compulsory training will be required and provided by the employer

Experience:

- 1 year experience in civil construction or other related field

Knowledge/Skill/Ability:

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Able to safely, efficiently and satisfactorily operate specialized tools and equipment
- Experience in snow and ice control (eg: plowing, sanding, salting, or shoveling)

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend	
Constant – every day for most of the day	**Occasional** – bi-weekly to monthly
Frequent – daily	**Rare** – once in a while
Regular – weekly	

Contact (Title)	Internal / External	Frequency	Nature of Interaction
Departmental Employees	Internal	Constant	Interdependent tasks
Management	Internal	Regular	Oversight and review of operation
Regulator	External	Rare	Compliance or assurance
Customers	External	Frequent	Receiving and shipping product
Public	External	Regular	Feedback, positive or negative

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 80% of the time indoors
- 19% of the time outdoors
- 1% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to spend extended periods of time focused on monotonous processes
- Able to understand direction and adhere to workplace protocol

Hours of work:

- As per the Collective Bargaining Agreement

Work Location:

☒ On-site (100% of work performed on-site)
☐ Hybrid (Combination of on-site and remote work)
☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE

Independent Decision Making:

- This position does not make independent decisions

Financials and Budget:

- Makes recommendations to Solid Waste Facility Supervisor for purchases

Confidential Information:

- This position has minimal access to sensitive or confidential information

Creativity and Ingenuity:

- n/a

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- This position does not manage or supervise any employees

Functional advice this role may provide and to whom it is provided:

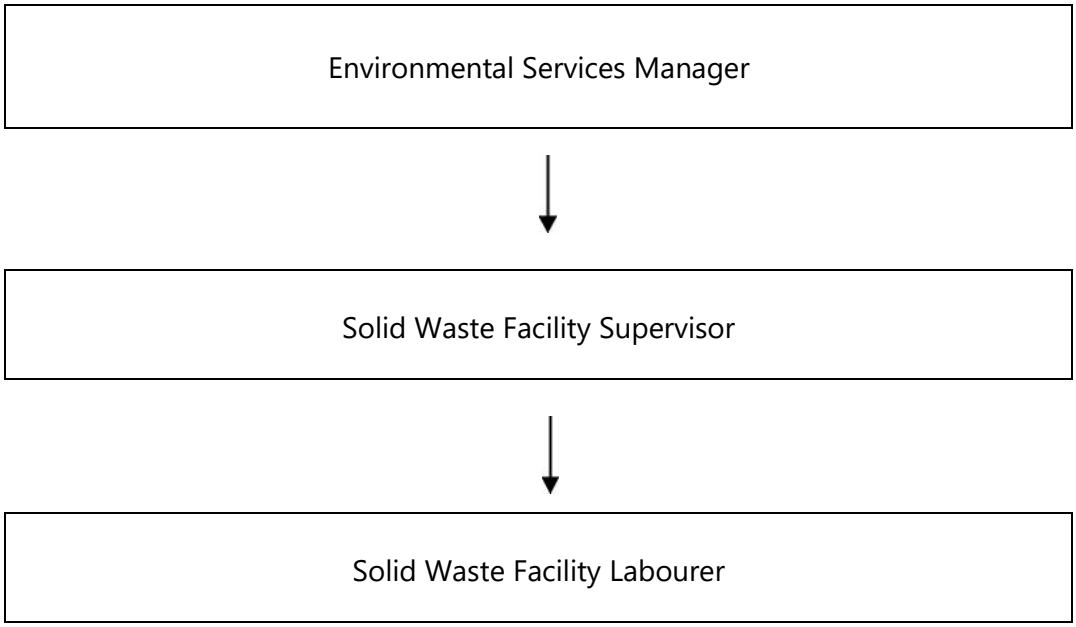
- This position does not provide functional advice

POSITION CLASSIFICATION
(Where this position fits)

Position Title: Solid Waste Facility Labourer	**Division**: Environmental Services
Department: Infrastructure and Operations	**Classification**: Solid Waste Facility Labourer
Positions Supervised Directly: none	**Reports to (Direct)**: Solid Waste Facility Supervisor
Salary Grade: As per the Collective Bargaining Agreement	**Positions Supervised Indirectly**: none
Hours per week: As per the Collective Bargaining Agreement	**Work Location**: Solid Waste Facility 3750 Highway 8, Milton
Effective Date: January 17, 2025	**Revision Date**:

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Manager Approval: _____ **Date:** _____

Department Head or CAO Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____