

Thunderchild First Nation

Solid Waste Transfer Site

Attendant

Job Title:	Waste Transfer Site Attendant	Duration	
Department:	Public Works	Position type:	Attendant
Supervisor:	Public Works	Issue/Revision date:	August 30, 2026

SUMMARY:

Under the direction of the Public Works Director this position shall assist users when required and carries out general maintenance duties and upkeep of the communities Waste Disposal Sites.

PURPOSE:

To assist the public works department with waste site operations.

DIRECT REPORTS:

Director

INDIRECT REPORTS:

Director

TEAM MEMEBR GENERAL EXPECTATIONS:

- Follow the code of conduct!
- Work safely and follow safe work practices!
- Adhere to company policies and procedures!
- Work with integrity!
- Have and show respect to yourself, follow Employees, Residents and Users
- Provide proactive customer service to our residents and users!
- Work in collaboration with Employees, Management and Council to achieve common goal!
- Be accountable for your actions.
- always Making sound ethical decisions
- maintain positive attitude (I can, and I can do approach)
- Be professional in approach with internal and external customers.
- Regular attendance at work

RESPONSIBILITIES:

1. Separate and sort recyclables and household items waste into proper bins
2. Paint waste bins.
3. Assist with keeping bin areas clear of debris.
4. Monitors waste being deposited to be certain that waste and recyclables are separated.

5. Check user permits and report all incidents, complaints to supervisor!
6. Must be prepared to report to Director.
7. Keep track and record all vehicles using the sites

EXPECTATIONS OF RESPONSIBILITIES:

1. Adhere to the Occupational Health & Safety Act and applicable regulations; corporate and department health & safety policies, procedure and work instructions.
2. Must work in a safe manner.
3. Work gets completed to the highest standard every day.
4. To build community relations and foster a positive experience.
5. Collaborative in approach to issues

CORE COMPETENCIES AND KNOWLEDGE:

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| <ul style="list-style-type: none"> • Trouble shooting • Knowledge of health and safety policies and procedures • Attention to detail of work and surroundings | <ul style="list-style-type: none"> • Ability to set priorities and work independently. • Other duties as required |
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QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be capable of performing the duties as described.
- (must have own transportation)
- Must be capable of operating a riding lawn mower, whipper snipper.
- Able to follow instructions.
- Ability to prioritize workload, meet deadlines and pay attention to detail

PREFERRED SKILLS:

- Able to work independently.
- Ability to work well.
- Must be willing to work in adverse weather conditions.
- Provides assistance as required by the supervisor

ADDITIONAL INFORMATION:

- This is a 35 hour per week position commencing May 1, 2026, to including May 1, 2027
- The TFCN will provide all necessary training dealing with Health and Safety, equipment operations and WHIMIS, green labeled safety boots are required, all other safety apparel will be provided.
- Waste Site Attendants are not permitted to encounter any vehicles entering or leaving the site. Not permitted to open or close vehicle doors and trunks. When requested to assist with lifting items the attendant must ask the user if there are any sharp items in the bag.

Employee: _____

Date: _____

Director: _____

Date: _____