



Policy Type:	400 Environment and Public Health
Policy Title:	02 Transfer Site Attendant Position
Authority:	
Resolution #028-19	

**Description:**

The position of Transfer Site Attendant is a year-round position. The Employee must work in close cooperation with both Council and the Administrator in support of the environment and public health department within the Municipality. Employee must attend to both the Pierceland and Goodsoil Transfer Site locations in accordance with the following:

Pierceland Transfer Site Weekly:

Wednesday & Saturday 9:45 AM – approx. 4:15 PM

Goodsoil Transfer Site Weekly:

Sunday & Tuesday (Thursdays in July & August ONLY) 9:45 AM – 4:15 PM

Employee wage shall be established through negotiation between the applicant and a hiring committee established by resolution of Council.

**Qualifications:**

- Possess a reasonable degree of knowledge and competence in the operation of R.M. Transfer Site.
- Have personal transportation to travel to and from work.
- Possess a valid driver's license.
- Be capable of accepting instruction and working with a minimum of supervision.
- Maintain a neat appearance.
- Able and willing to communicate with ratepayers in a respectful manner.

**Duties:**

- Opening appropriate containers prior to daily public site access (10:00 AM) and ensuring appropriate containers are locked following daily site closure (4:00 PM).
- Ensure site is secured and locked after each shift.
- Directing and assisting the public as they enter the waste management site, to ensure allowable incoming waste, including blue box materials are placed in the appropriate areas; **rejecting unacceptable items** as prescribed in Schedule A (attached).
- ALWAYS accompanying public to bin locations, assisting and ensuring applicable items are deposited in appropriate bins.
- Attendant shall under no circumstances accept cash payment from the public.
- The attendant shall require that a Transfer Site Agreement to be filled out in the absence of a valid payment voucher. Recording the appropriate fees and ratepayer information on Transfer Site Agreement and delivering Agreements to RM office on a weekly basis.

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- Ensuring public safety and protection of municipal property through conscientious attention to the condition of the site and facilities and maintaining a safe and orderly flow of traffic.
- Performing daily site inspection prior to use, recording issues and concerns and advising the Administrator of required repairs or service.
- Clean-up of any loose waste or debris on site that may become wind-blown and dragged on the site and adjoining properties; maintaining general housekeeping of the site, buildings and reuse area.
- Ensure that wood pile only contains non treated, unpainted wood material. Notify Administrator when pile is at capacity and need to be burned so that proper procedure and permits may be followed.
- Contacting Waste hauler for container switch; ensure bins are at capacity to maximize weight and minimize shipping cost. Pick-up days shall be scheduled during regular site hours.
- Shoveling of snow when necessary, keeping public access to bins free of hazard.
- You are responsible to carry out any other duties specified or requested by Council or Administration.

#### **General Expectations:**

- Address fellow employees in a reasonable manner.
- Be willing to follow directions.
- Address all ratepayers with respect; relay any concerns to the R.M. Administration.
- Keep time sheets and/or log books as requested.
- When booking vacation days, requesting the holidays well in advance with the Administrator. All holidays must be approved by the Administrator. (Refer to 'Vacation Days Policy').
- Reporting to the Maintenance Supervisor any incident or injury occurrence during work hours.
- Absolutely no smoking in ANY R.M. equipment or inside R.M. buildings.
- Abstain from consuming alcohol or other controlled substances:
  - a) During hours of work
  - b) At any time on the Transfer Site premises

#### **Employee Payroll / Benefits**

- Employee vacation pay and statutory holiday pay will be paid out on every paycheck.
- Should any regular work days fall on a Saskatchewan Statutory holiday day, the employee shall work as a regular day at a rate of 1.5 x time.
- Employee is required to contribute to MEPP (Municipal employee Pension Plan) as per MEPP contribution schedule. The RM will match the employee contribution schedule and remit employee/employer contributions to MEPP on a monthly basis.
- Employee benefits are subject to a 3 month waiting period beginning from the first day worked. These Benefits are offered through SARM (Saskatchewan Assoc. of Rural Municipalities):
  1. Health and Dental (Single coverage) – 100% premium paid by employer
  2. Health and Dental (Family coverage) - 50% premium paid by employee, 50% paid by employer
  3. Short Term Disability – premium paid by employer
  4. Long Term Disability – premium paid by employee

#### **Disciplinary Action**

- All positions are subject to a three month probationary period.

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- Any disciplinary issues and/or breach of duties shall result in the issuance of verbal warning from the Administrator.
- A second offence shall result in a written letter of reprimand presented to the employee and retained in the employee file, signed by both Reeve and Administrator, stating the grievance in question as well as the agreed action to be taken.
- All letters of reprimand shall be presented to council during an in-camera session at the next regular meeting of council.
- Three written warnings in an employee file will result in immediate termination with the RM of Beaver River.

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## Schedule A

Village of Pierceland/RM of Beaver River No. 622 Transfer Site

NE ¼ - 13-62-26-W3; N.E. of the Village of Pierceland

&

RM of Beaver River Goodsoil Transfer Site

SW 35-62-23-W3

### WE ACCEPT:

	<u>Location:</u>	<u>Fee:</u>
Bagged Household Garbage:	Garbage Bins	N/C
Unpainted, Untreated Wood, Tree Limbs, Branches, Roots:	Burn Pile	N/C
Grass Clippings, leaves: ➤ brown biodegradable bags acceptable) ➤ (plastic bags prohibited)	Compost Pile	N/C
Scrap Metal: including hot water tanks	Metal Pile	N/C
Refrigeration: Refrigerators/Deep Freezes/Water Coolers/ Ice makers	Designated Pile	\$25 per unit
Household Appliances: Washers/Dryers/Stoves/Dishwashers Microwaves	Metal Pile	\$10 per unit
Loads of Predominantly Mixed Construction Materials:	Construction Bin	\$50 (pickup load) \$150 (larger load less than 2 tonnes)
Mattresses:	Designated Pile	\$10.00 per unit
Household furniture: Sofas/Tables/Chairs ➤ Must contain <u>NO</u> metal	Construction Bin	\$10.00 per unit
Household furniture: Sofas/Tables/Chairs ➤ Contains metal	Designated Pile	\$10.00 per unit

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**WE DO NOT ACCEPT:**

- Hazardous Waste
- Vehicle batteries (COLD LAKE)
- Oil, Oil Containers, Oil Filters, Pesticide & Chemical Containers (COLD LAKE)
- Paint (SARCAN)
- Tires (RETURN TO WHERE PURCHASED)
- Animal Carcasses (BIG RIVER)
- Technological Hardware: televisions, computers, monitors (COLD LAKE)
- Florescent tubes / ballasts (COLD LAKE)
- Wire of any kind (RAPID VIEW or COLD LAKE)
- Concrete of any kind (RAPID VIEW or COLD LAKE)

**\*\*Please inquire with your Municipal Offices regarding current information for disposing of these products\*\***

**\*\*Anything over 2 tonnes shall be taken directly to the Northwest Regional Waste Transfer Site**

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