

Third Reading

No. 47-04

Council of the Township of Wollaston
Moved by _____

Session 200
Seconded by _____

That a by-law to HIRE DYLANA BROCK AS
LAND FILL SITE MANAGER AT A
RATE OF PAY OF \$14.00 AN HOUR FOR A

35 HOURS PER WEEK PLUS STAFF BENEFIT

As reported by the committee of the Whole be read a third time, passed and
numbered _____ and that the said by law be signed by the Reeve and clerk,
sealed with the seal of the Corporation, and be engrossed in the by-law book.

-JOB
DESCRIPTION
AS PER
SET A.

Carried Albert Vader

Second Reading

Council of the Township of Wollaston
Moved by _____
That a by-law to _____

No. _____
Session 200
Seconded by _____

Be read a second time and be referred to a committee of the whole council.

Carried Albert Vader

First Reading

Council of the Township of Wollaston
Moved by _____
That a by-law to _____

Session 200
Seconded by _____

be received and read a first time.

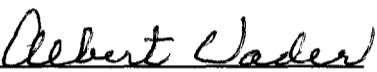
Carried Albert Vader

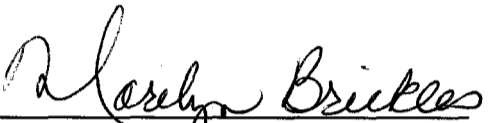
The Corporation of the Township of Wollaston

By-Law No 47-04

Being a by-law to hire Dylinna Brock as Waste Site Manager at a rate of pay of \$14.00 per hour for 35 hours per week plus staff benefits – job description as per schedule A.

Read a first, second and third time and finally passed this 15th day of June 2004..


Albert Vader, Reeve


Marilyn Brickles, Clerk Treasurer

SITE

Position: Landfill Manager
Reports To: Clerk Treasurer
Staff Supervised: Landfill technician
Date: April 26, 2004

Description of this position:

To manage the Wollaston Township Landfill site by carrying out the directions and guidelines of the Wollaston Township Council and the regulations of the Ministry of the Environment and other Government Agencies.

Duties & Responsibilities:

- Day to day supervision of the Landfill ^{Site} Technician
- Monitoring the refuse brought into the landfill site and directing the users to the appropriate drop off areas.
- Actively encouraging/insisting users take advantage of the recycling opportunities.
- Enforcing the guidelines by diplomatically explaining to each user what is expected of them and ensuring only authorized refuse is dropped off.
- Ensuring the landfill site is only used by authorized users.
- Responsible for scheduling the pick up of recycled items. Reviewing all invoices with the Clerk/treasurer.
- Collecting and accounting for drop off fees and the sale of blue boxes.
- General Maintenance of the landfill site and surrounding area *ON A DAILY BASIS*
- Setting up a resale area of those items which have a resale value and accounting to the Clerk/Treasurer for the proceeds of all sales.
- Reporting to Council on a schedule to be determined by council
- Continuous improvement of the landfill site by researching up to date practices and state of the art land fill management.
- Other duties and responsibilities as assigned

SITE

Other

The Landfill site Manager must demonstrate excellent communication skills along with strong people skills to ensure that the users of the site are treated in a diplomatic and fair manner.