

THIRD READING

No. _____

COUNCIL OF WOLLESTON SESSION, NOV 6 192006

Moved by Bert Hoodwin Seconded by Graham Blair

That a by-law to NIRE JEFF POST AS ^{TEMPORARY} ~~RAAT TIME~~
WASTE SITE ^{MANAGER} ~~GAIPSEEE~~ - SEE - TYPED
BY-LAW

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 _____ and clerk, sealed with the seal of the Corporation, and be engrossed in the By-law Book.

Carried.

SECOND READING

No. _____

COUNCIL OF _____ SESSION, _____ 19 _____

Moved by Graham Blair Seconded by Ron Earle

That a by-law to _____

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

Carried.

FIRST READING

No. _____

COUNCIL OF _____ SESSION, _____ 19 _____

Moved by Ron Earle Seconded by Bert Hoodwin

That a by-law to _____

be received and read a first time.

Carried.

Dan McCaw

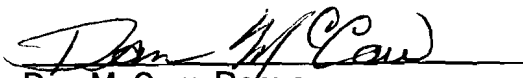
The Corporation of the Township of Wollaston


By-Law 75-07

Being a by-law to hire Jeff Post as temporary Waste Site Manager to replace Dylinna Brock for her sick leave. The term of employment is to be approximately 6-8 weeks commencing on November 21st, 2007 and going into January 2008, as per schedule attached.

Read a first, second and third time this 6th day of November, 2007

Passed sealed numbered and entered into the by-law book.


Dan McCaw, Reeve


Christine Fitzsimons, Deputy Clerk

Schedule A for By-Law 75-07

Jeff Post will be hired to replace Dylinna Brock for approximately 6-8 weeks commencing November 21st, 2008 at the rate of pay of \$12.50 per hour.



WOLLASTON TOWNSHIP

Clerk-Treas.
P.O. Box 99
Coe Hill, Ontario K0L 1P0
Tel.: (613) 337-5731
Fax: (613) 337-5789
Email: wollaston@bellnet.ca

16.

TEMPORARY LANDFILL SITE MANAGER REQUIRED

THE TOWNSHIP OF WOLLASTON IS ACCEPTING RESUMES FOR
THE ABOVE POSITION

UNTIL TUESDAY OCTOBER 23, 2007
4:00 pm

THIS WILL BE A NON- UNION POSITION

This position will be Temporary ONLY to cover the absence of the regular Landfill Site Manager.

Employment Period: Mid November 2007 to Mid January 2008

Applicants must demonstrate good written and verbal communication skills.

Job description available upon request from the Township Office.

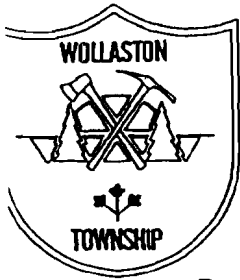
In writing agree to abide by all applicable articles of the Township of Wollaston's human resources policy.

SEND RESUMES TO:

Township of Wollaston P.O Box 99 Coe Hill ON K0L 1P0 clearly marked *Temporary Landfill Site Manager*.

Only applicants selected for an interview will be contacted.

All information collected as per the Freedom of Information Act



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P.O. Box 99
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Position: Landfill Site Manager
Reports To: CAO/Clerk Treasurer
Staff Supervised: Landfill Site Technician
Date: Revised April 27, 2007

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:

- Prepare annual Operating Budget
- 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
- Operate within the Certificate of Approval (C of A)
- 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 CAO/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 CAO/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 site management
- Implement & monitor the Ontario Occupational Health & Safety Act
- Other duties and responsibilities as assigned

Other:

- It may be necessary to work off site on both landfill site and other duties

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.