

**Municipality of the District of Shelburne**  
**Position Description**

<b>Title:</b> Regional Materials Recovery Facility (RMRF) Assistant			
<b>Reports to:</b> Director of Corporate Services		<b>Department:</b> Corporate Services	
<b>Status:</b>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Summer
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
		<input type="checkbox"/> Term	

**Position Summary:**

Regional Materials Recovery Facility (RMRF) Assistant position shall be responsible for assisting with the operation and maintenance of Regional Materials Recovery Facility, including weighing vehicles in and out, documenting materials, accepting payments or arranging for billing to their accounts, ensuring the safe storage of all materials on site educating residents and contractors on diversion requirements, assisting with a regular facility clean-up to ensure safe use for residents and staff, being aware of any scavenging policy in place by the Municipality, reporting any potential solid waste violations to the Bylaw Enforcement Officer for review, maintaining records for all uses of the facility, and selling lobster traps according to established procedures. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

**General Responsibilities:**

1. Responsible for assisting with all aspects of the Municipality’s Regional Materials Recovery Facility (RMRF) including opening and closing the facility, ensuring that the assets of the facility are always secure.
2. Weigh vehicles in and out of the facility, ensuring that materials are separated according to diversion criteria, and documenting the weights for submission to Waste Diversion Officer to ensure the Municipality receives the proper diversion credits for such.
3. Accepts payments by cash or debit, or forwards to Finance Department via Waste Diversion Officer, for billing those users who have accounts established for billing; while ensuring that all cash payments are secured until delivered to Finance Department.
4. Ensures the proper and safe storage of materials at the RMRF; working with contractors and residents to educate them on separation and diversion regulations.
5. Assist with education and provide handouts to users of the facility concerning waste pick-up schedules and answer questions concerning waste diversion rules and criteria.

6. Assists with regular waste clean-up at the RMRF site to provide a safe and clean environment for users and staff.
7. Assists with any scavenging policy, regulation, or procedure that is in place by the Municipality to ensure safe use of the facility by the public, with authority to restrict or remove access to any part of the facility deemed not safe for the public to use or have access to.
8. Report potential contraventions of the Municipality's Solid Waste Bylaw or provincial solid waste regulations to the Bylaw Enforcement Officer to follow-up for compliance.
9. Assists with the sale of lobster traps that are currently in inventory according to the policy and procedures outlined by the Waste Diversion Officer.
10. Is proficient with computer programs including Microsoft Word and Excel, and is experienced with data entry and reporting.
11. Ensures that all documents under their care and custody are properly filed and accounted for so that all records can be located by other Corporate Services Department staff with ease when required.
12. Willing to take assigned training and/or obtain certification, i.e. First Aid, Household Hazardous Waste, WHIMIS, etc.
13. Other duties as assigned by the Director of Corporate Services from time to time.

**Skills Required:**

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.
2. Able to understand solid waste legislation and follow established municipal policies and procedures.
3. Ability to lift up to 50 pounds of weight on a regular basis.
4. Strong diplomatic, negotiation, and conflict resolution skills to tactfully handle solid waste and payments concerns.
5. Effective attention to detail and a high degree of accuracy.
6. Must be able to effectively communicate verbally.
7. Proficient in the use of weigh scale and computer, as well as debit machine.
8. The incumbent must be confidential in all aspects of their employment.
9. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, general public, and Council.

**Hours of Work:**

This is a permanent, full-time, unionized position that operates at the RMRF within in the Corporate Services Department. Regular hours of work are Tuesday through Saturday, 9:30 am to 4:00 pm (32.5 hours per week).

**Qualifications:**

Applicants for this position must be a high school graduate. Post-secondary certification in environmental technology or a similar field, and/or related experience would be an asset. Training in first aid and WHMIS are definite assets.