



## Position Description

---

**POSITION TITLE:** Transfer Station Coordinator

**DEPARTMENT:** Community Services

**REPORTS TO:** Community Services Director

---

### **SUMMARY OF POSITION:**

The Transfer Station Coordinator is responsible for the safe, efficient and effective operation of the solid waste transfer station. They monitor and ensure Municipal residents are disposing of garbage, recyclables and other waste at the transfer site in an efficient and safe manner.

### **RECOMMENDED TRAINING AND QUALIFICATIONS:**

- Valid Driver's License
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

### **KEY DUTIES AND RESPONSIBILITIES:**

1. **Successfully and safely supervise the use by residents of the disposal systems available at Starland County transfer stations, including monitoring proper sorting and placement procedures of solid waste placed for disposal at the transfer station**
2. **Greeting of the public and waste haul truckers at the transfer station site**
3. **Inspection of waste loads for compliance with environmental acceptance criteria**
4. **Provide cleaning and regular maintenance of the transfer station building disposal area and surrounding site**
5. **Empty dumpsters located within the County's campgrounds and hamlets**
6. **Any other duties assigned by the Community Services Director or the Chief Administrative Officer**

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This is a safety sensitive position, so pre-employment drug and alcohol testing is required prior to start date.

\*Revised as of March 2024

