



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

JOB TITLE: Diversion and Disposal Facility
Inspector
DEPARTMENT: Community Services

JOB SUMMARY

Reporting to the Diversion and Disposal Facilities (DDF) Operations Supervisor, the DDF Inspector is responsible for inspecting vehicle loads and directing customers to ensure that solid waste and recyclable materials are deposited in the appropriate or designated locations. The DDF Inspector is also responsible for providing information to customers about use of the facility and for general maintenance duties.

DUTIES / RESPONSIBILITIES

- Screens vehicles entering the DDF and accurately assess the nature of the material present in the vehicles
- Directs customers to the appropriate disposal and/or recycling locations at the DDF
- Observes customers to ensure that materials are placed in the appropriate disposal and/or recycling locations and that no prohibited waste is left at the DDF
- Keeps stockpiled materials free from contamination and coordinates with the DDF operation's contractor any required contamination removal
- Maintains the overall cleanliness and safety of the DDF
- Responds to customer inquiries related to DDF operations, fees and charges and the RDNO recycling programs and initiatives, and encourages customers to recycle and divert material from disposal
- Assists elderly or disabled customers who are physically unable to safely dispose of their material to a maximum of 25lbs using proper lifting techniques
- Performs general maintenance duties, including litter collection, snow clearing, painting, etc.
- Implements and enforces the RDNO Municipal Solid Waste Management Bylaw
- Coordinates with the Scale Attendant when a customer has disposed of material in a manner which would be subject to a differential recycling and disposal fee
- Provides backup to the DDF Scale Attendant
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Diversion and Disposal Facilities Operations Supervisor
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ High school graduation
Experience:	<ul style="list-style-type: none"> ▪ Six months disposal facility inspector, or related experience
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver’s License
Specific Skills:	<ul style="list-style-type: none"> ▪ Excellent customer service skills ▪ Courteous, friendly and outgoing with good verbal and written communication skills ▪ Knowledge of the Solid Waste Management Bylaw and other applicable regulations ▪ Ability to handle cash and manage financial transactions ▪ Excellent attention to detail ▪ Proficient with MS Office software, particularly MS Excel ▪ Ability to perform under pressure in high customer volume environment ▪ Ability to stand for extended periods of time ▪ Physically fit and able to bend, reach and lift ▪ Ability to work in adverse weather conditions
Special Requirements:	<ul style="list-style-type: none"> ▪ Must be willing to work weekends and statutory holidays with variable shift lengths ▪ Exposure to dust, fumes, odours and materials common to the disposal of solid waste and recyclable materials ▪ Must sign an Averaging Agreement as outlined in Section 37 of the <i>Employment Standards Act</i>

CLASSIFICATION

Wage Level 6

JOB DESCRIPTION

Effective date: June 23, 2020