

# RDCO Job Description



**Position Title:** Transfer Station Operator      **Division:** Corporate Services  
**Reports To:** Manager of Corporate Communications      **Date:** March 6, 2019

## Job Purpose/Summary:

The Transfer Station Operator is accountable for the day to day operation of the Westside Disposal and Transfer Facility to ensure its orderly use and that the fees as established by the Regional Board are charged accordingly to the users of the site.

## Principal Accountabilities:

1. Collect and record established fees
2. Use the till system provided to collect fees, prepare and issue receipts, record the volume of waste delivered to the site and the number of vehicles utilizing the facility.
3. Follow the Regional District of Central Okanagan cash handling policy
4. Provide instruction to the facility users on discharge location and restrictions for the disposal of materials
5. Provide general maintenance to the control office and site
6. Distinguish and charge applicable fees to facility Balance daily receipts, fill out bank deposits and deposit monies
7. Coordinate transfer times for landfill material
8. Other duties as assigned.

## Reporting Relationships:

Direct Reports:

## Dimensions:

# of FTE  
Employees/Dept.

## Knowledge, Skills & Experience

### Educational Background Required:

- Grade 12
- First Aid Level 1
- WHMIS – (Spill Kit)
- Valid BC Driver's Licence

### Experience Required:

- One year in a related field
- Good interpersonal and verbal skills
- Excellent time management and organizational skills
- Good knowledge of RDCO policies and procedures
- Basic computer operation and knowledge
- Basic cash handling skills

## Working Conditions:

**Physical Effort:** Standing for long periods of the day. Walking the site to inspect loads and direct users to appropriate areas. Working long periods with no designated breaks.

**Physical Environment:** Field work is required 50% of the time, with exposure to noxious odours, noisy working conditions, occasional exposure to dust, extreme weather conditions.

**Mental Stress:** Respond and answer public enquires and complaints; deal occasionally with dissatisfied member of the public, manage large volumes of traffic.

**Sensory Attention:** Requires focus on types of materials and appropriate disposal of materials in designated areas to avoid contamination. Attention to onsite hazards and on-site safety concerns