



Position Title:	Transfer Site Leader
Reports To:	Director of Operations
Department:	Facilities
Status:	Full-Time
Revision Date:	June 10, 2025

JOB PURPOSE

This unionized position functions under the direction of the Operations Supervisor and is accountable for the comprehensive oversight and management of the Municipality of Red Lake's Transfer Station. This involves ensuring the efficient and compliant processing of waste materials, coordinating daily operational activities, and directing staff to uphold safety and regulatory standards. Duties are performed in strict adherence to the landfill operating license and comply with environmental laws, rules and standards established by the Ministry of Environment, Conservation and Parks.

SPECIFIC ACCOUNTABILITIES

- Oversee the day-to-day operations of the transfer station, ensuring the efficient processing and transfer of waste materials while coordinating
- Coordinate with waste collection teams to ensure timely and organized dispatch of waste from the facility.
- Direct transfer station attendants and other municipal employees deliver materials, providing necessary guidance.
- Data collection for daily, weekly, monthly and annual reports. Data collection for recycling program and MECP requirements.
- Ensure adherence to safety and operational standards among staff.
- Assist in scheduling during the absence of transfer station attendants.
- Ensure compliance with occupational health and safety standards, environmental regulations and municipal by-laws.
- Respond promptly to safety incidents, ensuring proper documentation and corrective actions are taken.
- Monitor waste segregation and processing to maximize recycling and minimize landfill impact.
- Collaborate with environmental agencies and recycling partners to optimize waste diversion strategies.
- Greeting community members and efficiently process payments for waste and recycling items dropped off at the transfer station.
- Address public inquiries and concerns regarding waste services promptly and courteously.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Possess comprehensive knowledge of local, provincial and federal regulations concerning waste management and disposal, ensuring compliance across all operational levels.
- Demonstrate proficiency in environmental protection practices and sustainability initiatives that are crucial to waste processing and recycling operations.
- Heavy equipment experience, (bobcat, loader, track loader and trash compactor).
- Maintain familiarity with occupational health and safety regulations pertinent to waste management and industrial environments, promoting a culture of safety.
- Exhibit strong leadership skills, capable of motivating, managing, and nurturing a diverse unionized workforce effectively.



- Strong verbal and written communication skills for interactions with other municipal staff, community members and other contracted personnel.
- Superior customer service skills to engage with the public professionally and address any queries or concerns.
- Prioritize tasks and manage time efficiently, coordinate the various components of the transfer station operations, seamlessly.
- Proficiency in computer usage and relevant software applications for effective operational management, record-keeping and report generation.

WORKPLACE REQUIREMENTS & CONDITIONS

- High School Diploma or GED
- Minimum of two years of experience at a landfill or transfer station environment would be an asset.
- Demonstrated customer service experience, particularly in roles involving the handling of monetary transactions, ensuring financial accuracy and customer satisfaction.
- Capable of working effectively both indoors and outdoors, adjusting to varying weather conditions.
- Ability to perform physical tasks, including walking, prolonged standing and occasionally lifting objects.
- Flexibility to work a schedule from Tuesday to Saturday.
- Proficient in managing stressful situations adeptly, with a focus on maintaining composure and problem-solving when addressing customer interactions and unforeseen operational challenges.

RELATIONSHIPS

- **Internal:** Employees from other departments within the Municipality
- **External:** Community members, contracted suppliers, MECP, engineering firms and GFL.

RATE OF PAY

- \$30.86 Hourly – Job Classification 14

UNION

- United Steelworkers