



Job Title: Public Works –
Environmental Attendant
Division: Public Works
Reports to: Superintendent of
Environmental Services
Last Revision: 2024

Job Statement:

The Public Work - Environmental Attendant assists with the daily operations of the Public Works Department under the general direction of the Environmental Services Superintendent.

Essential Functions:

1. Assists with various landfill operations, including maintenance and customer service.
2. Pick litter along property perimeter and roadways.
3. Undertakes research on waste diversion best practices, including potential programs.
4. Performs various GIS tasks including but not limited to mapping and data entry.
5. Field data collection such as inspecting, surveying, and collecting assets with a GPS collection device.
6. Helps with a review of website content and other materials.
7. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with the operational policies of the Township of Whitewater Region.
8. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.
9. Assists with other maintenance work as assigned.

Job Specifications:

1. Actively enrolled in a Degree or Diploma program at a University or College.
2. Ability to work in a team environment or independently.
3. Completion of an Introductory GIS course (or equivalent).
4. Knowledge and experience with ESRI GIS Mapping software and Microsoft Office.
5. Strong interpersonal skills as well as the ability to work independently.
6. Ability to deal with the public in a calm, professional manner is essential.
7. Must possess a valid Ontario driver's licence.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.