



## Job Posting

Landfill Operator / Bylaw Enforcement Officer  
Public Works Department

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The Town of Faro is inviting applications for a Permanent Full Time Landfill Operator/ Bylaw Enforcement Officer. This position encompasses a wide variety of general labour duties in the Public Works Department. To work in this position, you should enjoy driving and be able to work under minimal supervision. This position requires teamwork, flexibility, organizational skills, safety awareness and pride in delivering high-quality public service to benefit our citizens.

Experience operating heavy equipment is an asset.

A copy of the full job description is attached.

*\*\* During this recruitment process, the Town may develop an eligibility list for up to 8 months. \*\**

Applications must include at least a resume detailing qualifications and experiences relevant to the position. Internal applicant will be given priority during the recruitment process.

***This posting will close on June 27 at 4:00 p.m.  
Send your resume and cover letter to:***

Attn: Mark Vainio, Operations Manager  
Box 580, Faro, YT Y0B 1K0

Phone: (867) 994-2728 Fax: (867) 994-3154 E-mail: [operations@faroyukon.ca](mailto:operations@faroyukon.ca)

***We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process.***



## Job Description

### Landfill Operator – Bylaw Enforcement Officer

<b>Position Title:</b>	Landfill Operator – Bylaw Enforcement Officer
<b>Classification:</b>	Full – Time (IUOE Local 115)
<b>Pay Band:</b>	\$32.91 as per CBA \$ 33.90 starting July 1, 2024, as per CBA
<b>Department:</b>	Public Works
<b>Immediate Supervisor:</b>	Public Works Foreperson
<b>Department Manager:</b>	Operations Manager

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#### Purpose

Under the general direction of the Operations Manager and supervision of the Public Works Foreperson, the incumbent has a two-fold function. Contributing to the team and the community, the primary function is maintaining the Faro Waste Management Facility in a safe, responsible, and orderly manner, as well as performing weekly garbage collection and maintenance of that equipment. This position is also required to ensure there is full compliance with the current Solid Waste Management Bylaw, operating permits issued by Yukon Government, *Workers' Safety and Compensation Act* and other regulations of the Territory, and any other policies or procedures governing the activities of the site. The secondary position function will be to respond, as may be required from time to time, to complaints where a Bylaw Enforcement Officer is required. This position will be required to have the authority to enforce these related bylaws, including apprehension of animals, issuing fines as may be required, and coordinating with YG & RCMP authorities as may be needed.

The incumbent will be expected to present and maintain a professional image by interacting knowledgably and courteously with a variety of individuals including senior administrators, public, contractors, vendors, and fellow employees.

#### Qualifications Required

##### Education/Knowledge:

1. At a minimum, candidates are required to possess grade 12 education or an equivalent combination of education and related experience in lieu.
  - a. Any certification, training, or professional development in landfill operations would be considered a significant advantage.
  - b. Any certification, training, or professional development in bylaw enforcement, animal control, security, or similar functions would be considered a significant advantage.
  - c. High educational achievements would also be considered an advantage.
2. First Aid/CPR Certification
  - a. Successful applicants who do not meet this requirement will be required to obtain training as soon as possible, preferably before the completion of probation.
3. Working knowledge of Workplace Hazardous Material Information System (WHMIS) and

Material Safety Data Sheet (MSDS).

**Experience:**

1. Minimum 1-2 years' experience working with medium and/or heavy equipment such as loaders and excavators.
2. Minimum 2 years' experience working in a role that comprised of customer service or dealing with the public.

Important Note: The Town reserves the right to hire a candidate with lesser qualification as an "underfill" on the condition that said candidate obtain the required training provided with the Town within a specified period from date of hire.

**Skills:**

1. Possession and maintenance of a valid Class 5 Yukon Driver's License with a clean driver's abstract.
2. Ability to communicate clearly both orally and in writing.
3. Ability to work under pressure with little supervision.
4. Able to perform basic math to correctly calculate tipping fees, issue change, perform deposits, and otherwise handle payments (cash, debit, credit, etc.).
5. Basic computer skills to effectively develop/complete reports, respond to email (e.g.: Excel, Word, Outlook).

**Other:**

1. In good physical condition with the ability to complete heavy lifting (e.g.: up to 50lbs) on an occasional basis and safely traverse a 2:1 slope.
2. Maintain the highest degree of professional standards, integrity, and ethics while dispensing the duties of the role.
3. Maintain strict confidence of privileged information gathered as a result of one's role with the Town.
4. Comply with all other Town Bylaws, Policies, Procedures.
5. Must be able to secure a clean Vulnerable Sector Police Record Check.

**Duties**

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**General (approx. 90%):**

1. Read, understand, and diligently apply the current Town's Solid Waste Management Bylaw, and any amendments thereto.
2. Read, understand, and diligently apply the Operating Permit for the Waste Management Facility and any amendments thereto.
3. Read, understand, and diligently apply the Town's Solid Waste Management Plan 2023-2033 and any amendments thereto.
4. Read, understand, and diligently apply the Town's current bylaws relating to animal control.
5. Maintain the animal control shelter as may be required.
6. Report to the Foreperson and/or Operations Manager or designate during scheduled shifts and provide recommendations for service quality improvements.
7. Attend and fully participate in team meetings during scheduled shifts within the Public Works Department.
8. Work alone with little to no supervision and as part of a team.
9. Operate the Town's Garbage Truck, collecting domestic waste from the Town's Hyd-A-Way Containers (Green Bins) and transporting waste to the appropriate place within the Waste Management Facility.
10. Ensure Hyd-A-Way Containers (Green Bins) sites are kept clean and safe for public access as well as perform routine maintenance as necessary.

11. Operating heavy equipment including but not limited to loaders and excavators to compact and bury/cover waste.
12. Directing and assisting the public as they enter the Waste Management Facility to ensure incoming waste is placed in the appropriate areas.
13. Managing and responding to public concerns and complaints, and keep the Foreperson and Operations Manager or designate apprised of complaints received.
14. Rejecting unacceptable items as prescribed by the appropriate policy instrument (Bylaw, Regulations, Permit Documents, etc.).
15. Documenting types of materials, volume or weight (as applicable) and any other required information of users of the facility.
16. Applying, calculating, and collecting the appropriate tipping fees (cash, debit, credit, etc.) and processing receipts accordingly. Further, complete necessary paperwork and deposit all fees collected with the Town's Finance Officer (or designate) in a timely manner as per prevailing policies or directions.
17. Ensuring public safety and protection of municipal property through conscientious attention to conditions of the site and facility and maintaining a safe and orderly flow of traffic – including the removal and management of snow and other debris.
18. Assist Public Works Department with the development of cells within the site as necessary.
19. Ensure the electrical fence is activated as required and inspect on a regular basis.
20. Perform daily equipment inspections prior to use and preventative/proactive/responsive maintenance as required, documenting, and recording issues and concerns, and promptly advising the Foreperson and Operations Manager of all known concerns.
21. Install and maintain public signage.
22. Ensure monitoring wells are maintained and accessible for test sample collections.
23. Report sightings of potentially dangerous wildlife to the Foreperson and/or Operations Manager.
24. Ensure site open and close procedures are completed properly and provide recommendations to the Foreperson and Operations Manager, or designate, for making improvements.
25. Complete daily shift reports for the Foreperson and Operations Manager.
26. Ensure the Operator's Office is properly organized and kept in an excellent state of good repair and working order.
27. Help coordinate the approval process for Salvaging Permits for the facility with the Operations Manager or the Chief Administrative Officer.
28. Provide reports, data, statistics, and other information to the Foreperson, Operations Manager, and/or Chief Administrative Officer when required.
29. Fully participate in safety meetings and work collaboratively to ensure the collective safety of staff, public, and all visitors to the site are maintained and take immediate remedial action to mitigate any known risks or gaps.
30. Develop and/or maintain Standard Operating Procedures (SOP) or Standard Operating Manuals (SOM) for the role.
31. Perform basic research when required.
32. Perform other duties as assigned.

**Computers & Technology (approx. 5%):**

1. Submit work-orders as necessary using computers.
2. Track, gather, and maintain data about the operations of the facility.
3. Develop reports and conduct research.

**Staff Onboarding (approx. 5%):**

1. Meet with all new staff (full time, part time, casual/on-call, students, work-study) to review proper safety, standards (SOP & SOM), Permits, OHSAs, and other materials.

2. Mentor and setup job shadow and on-site training opportunities for new hires.

## Materials, Equipment, Outcomes/Consequences of Error

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### Materials & Equipment Used:

1. Standard office equipment.
2. Video Monitoring Equipment.
3. Heavy equipment – including but not limited to loader, excavator, etc.
4. Small hand tools – including but not limited to weed-whackers, shovel, calculators, etc.

### Outcomes/Consequences of Error:

1. Failure to operate the facility in compliance with prevailing policies, regulations, or permits may create significant environmental liabilities for the Town of Faro.
2. Errors or negligence may cause embarrassment to Town of Faro or the public.
3. Incorrect information forwarded to the Foreperson, Operations Manager, Chief Administrative Officer, or Council could result in wrong decisions being made which may negatively impact the Town of Faro and/or the public.
4. Poor internal controls for cash handling could result in financial risks to the Town of Faro.
5. Failure to respond appropriately to the public may result in the loss of public confidence or reputational damage to the Town of Faro.
6. Engaging in gossip, rumors, or other unprofessional commentary within the organization or within the community about the organization may negatively impact the Council's, Staff, and/or Public confidence.
7. Breaching confidentiality may expose the Town to reputational, financial, and legal risks.

## Challenges & Difficulties

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### Choice of Action:

1. Determine own work priorities in conjunction with the Foreperson and Operations Manager to ensure deadlines are met and records are kept up to date.
2. Works within clearly defined and established policies and procedures. Refer situations outside of one's scope of work or capacity to manage to the Foreperson and/or Operations Manager.

### Challenges and Difficulties:

1. Maintain a high degree of professionalism and responsiveness as well as diplomacy when interacting with the public.
2. Must always exercise good judgement and make appropriate referrals to more senior employees.

## ADDITIONAL INFORMATION

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### Financial Responsibilities

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The financial responsibilities for this position include:

- A.  Little or no financial responsibilities
- B.  Handles petty cash, fees or fines, records transactions
- C.  Makes minor purchases, collaborates on costing
- D.  Responsibility for monitoring accounts, financial reporting, costs shop level projects
- E.  Responsibility for budgets:
  - i) Project/Program budget  Departmental budget  Divisional budget

### Supervision of Staff

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Type/Number of Staff Supervised: N/A

Casuals  Work Study Students  USW Staff Appointed

## Working Conditions

### Stress:

As part of this role, the incumbent will be expected to adhere to, comply with, and objectively apply the bylaws and other regulations for fellow community members. This may be difficult and bring stress to the incumbent. Frequent competing and/or simultaneous deadlines and peak periods.

### Interruptions and Distractions:

No Interruptions/Distractions

Frequency (select 1)		Type (select 1)		Work Space (select 1)	
Occasional		Predictable (co-workers, contractors, public)	x	Private workspace	x
Regular	x	Unpredictable (bylaw enforcement, animal control)	x	Shared Workspace	
Frequent				Cubicle	
Many				Reception Desk	
Constant				Busy/Open/Public Area	
				Lab	

### Physical Efforts:

Sit, stand, bend, lift, walk, drive for up to eight (8) hours per day, and shoveling snow. Collect animals as required.

### Working Environment/Work Hazards:

Indoor and outdoor work environment. Exposure to the environment and varying weather conditions.

### Hours of Work:

As determined by Council and the Administration. The table below underscores the existing landfill hours.

Day	Fall/Winter	Spring/Summer
Monday	Closed	Closed
Tuesday	9am to 4:00pm	9:00am to 4:00pm
Wednesday	1:00pm to 4:00pm	1:00pm to 4:00pm
Thursday	Closed - Working Garbage Day	Closed - Working Garbage Day
Friday	9am to 4:00pm	9:00am to 4:00pm
Saturday	9am to 4:00pm	9:00am to 4:00pm
Sunday	Closed	Closed

\*\* The incumbent will be required to work on Garbage Day and may be scheduled for up to 8 hours to collect, transport, and bury waste. They will also be expected to work up to thirty (30) minutes one (1) day a week to deposit any funds collected at the site in addition to the above stated hours. \*\*

## Health & Safety of Others

In the course of performing regular duties, the incumbent will be expected to actively participate in the Town's health and safety program by wearing appropriate Personal Protective Equipment provided by the Town and ensuring visits to the site are done in a safe manner.