

Type of Decision									
Meeting Date	Friday, September 18, 2009				Report Date	Tuesday, Sep. 15, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction Only	X	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Disposal Site Job Description and Environment Policy Review Report #18/09/09/208									

**SUBJECT:** A review of the current disposal site attendant job description and policy and suggested amendments.

**RECOMMENDATION:** That Council pass the following resolution amending the current job description for the disposal site attendant and the environment policy.

**WHEREAS** the current disposal site job description and environment policy are outdated, vague, and overlap;

**AND WHEREAS** upon hiring for any position a current job description accurately reflecting skills, knowledge, working conditions and responsibilities is required;

**AND WHEREAS** policy should provide clear direction and clarification to staff in order for them to fulfill the duties and responsibilities of their position and implement Council intention;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria do hereby adopt the new Job Description for the Disposal Site Attendant and the new Environment Policy as enclosed in staff report #18/09/09/208.

**AND BE IT FURTHER RESOLVED THAT** these changes be made effective immediately.

**Background/Executive Summary:** We are in the process of updating all job descriptions to make them more accurately reflect the requirements of each position and to provide criteria upon which to more effectively make performance appraisal decisions. With the suggestion to amend the site hours, it seemed like an appropriate time for discussion of amendments to the job description and the policy as well.

Aside from grammar and style the only changes suggested for the Environment Policy are:

- Change from a limit of 5 bags collected roadside to 2.
- Removal of those items that are actually job responsibilities and transferring them to the job description.
- Inclusion of information on recycling and Household Special Waste programs.

Aside from grammar and style the only changes suggested for the job description are:

- Clearer description of working conditions.
- Expanded knowledge and skills section reflecting accurate requirements. It would be difficult to accurately hire for this position with the existing job description as a large number of skills are not included. Working conditions were also not accurately reflected but now have been.

- Removal and transfer of policy items to the Environment Policy.  
Options/Discussion: Adopt as drafted. Suggest further amendments.

Financial Considerations/Budget Impact: None

Policy Impact: None – we are following policy by reviewing the disposal site job description and environment policy.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*