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## **ENVIRONMENTAL SERVICES WORKER I – JOB 3.8**

### **JOB SUMMARY**

The Environmental Services Worker I is involved in the day-to-day operations of Regional District facilities, services and programs and performs a variety of tasks assisting in the operation and maintenance of a variety of Environmental Services facilities and systems. The employee may be assigned duties at solid waste management facilities, regional parks facilities, the 155 George Street office building, water and waste water treatment systems or at other services or assignments established by the Regional District. The employee will have contact with the public.

This is an entry level outside worker position under the **close supervision** of supervisory personnel. The employee performs a limited range of assignments with well-defined instructions, procedures, methods and practices while learning the methods of the work, processes, procedures, and developing knowledge and skills.

### **TYPICAL DUTIES**

1. Maintains facilities, buildings, grounds, equipment and systems using a variety of tools and methodologies.
2. Provides prompt, courteous and efficient service to facility customers and meets customer needs within the context of facility operating guidelines, procedures and bylaws.
3. Operates, maintains, and repairs small tools, power tools and equipment used in Regional District operations including, but not limited to, light duty trucks, skid steer loaders, tractors, trailers, mechanical lifting devices, mowers, snow blowers, ATVs, pumps, and generators.
4. Operates computers, software, Point of Sale machines and cash registers, communications equipment and scientific sampling and data acquisition equipment.
5. Performs preventative maintenance, routine maintenance and minor repairs on equipment and systems as directed.
6. Assists in routine inspections of facilities, operations and systems.
7. Assists in the gathering of samples and data and technical information.
8. Other duties as assigned.

### **KNOWLEDGE**

1. **Some** knowledge of the occupational hazards, safety precautions, practices, methods, tools and equipment required to complete assigned tasks safely and effectively.
2. **Some** knowledge of methods and techniques used in the operation and maintenance of landfills, centralized composting operations, transfer stations, parks, water and waste water systems, landscaping, pest management and commercial building maintenance.
3. **Some** knowledge of procedures, laws, regulations and rules related to work.

**SKILLS AND ABILITIES**

1. Experience and ability to work diplomatically and effectively with others including the ability to communicate and deal effectively with the public.
2. Successful experience in customer service including processing fee transactions, operating payment equipment including software, Point of Sale machines and cash registers.
3. Ability to operate and maintain hand tools, power tools, small engine equipment, basic hydraulic systems, light duty trucks and light equipment.
4. Experience in the operation of personal computers and operating software in both DOS and Windows operating environments.
5. Ability to observe and record information and data and to maintain accurate records and complete reports.
6. Ability to make mathematical computations.
7. Ability to carry out defined work tasks.
8. Good interpersonal, organizational and written communication skills.
9. Good observational skills, attention to detail and accuracy.
10. Ability to read and understand procedures and operation and maintenance manuals.
11. Ability to work outside in all types of weather conditions and to perform strenuous physical tasks for extended periods.
12. Ability to work in an environment that may involve exposure to unpleasant and noxious substances and materials.

**QUALIFICATIONS**

1. Grade 12.
2. Valid B.C. Driver's License.
3. Level 1 First Aid or equivalent.
4. Bondable.