



Employment Opportunity

Application in the form of a resume, accompanied with a cover letter
will be received by the undersigned

until **12:00 p.m. local time, Wednesday, September 9, 2026** for:

Part Time Landfill & Recycling Site Labourer

Wage: \$26.05/hour

Please submit your cover letter and resume to the attention of
Crystal Gray, CAO/Clerk Treasurer
in one of the following ways:

By email to township@emo.ca in the form of one (1) PDF file (preferred).

If you are unable to submit by email, you may submit via the following:

- At the reception desk of the Emo Municipal Office at 39 Roy Street, Emo, ON.
- By mail to Township of Emo, P.O. Box 520, Emo, ON, POW 1E0; or
- By fax at (807)482-2741

To learn more about this opportunity, please contact the Township of Emo Municipal Office at (807)482-2378.

We thank all the applicants for their interest but only those selected for an interview will be contacted.

AI is not used in the hiring process. This is an existing, vacant position.



The Corporation of the Township of Emo
P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

Township of Emo

Part Time Landfill Site & Recycling Site Labourer

Reporting Relationship

Reports to the Public Works Superintendent and CAO/Clerk-Treasurer.

Purpose of Position

To maintain and operate the municipal landfill site, with the potential to also incorporate a recycling program.

Position Details

The Landfill Site/Recycle Program position is estimated at 21 hours per week, with hours to be determined by the Township of Emo.

This position entails checking landfill site cards, directing users to the proper dumping areas, and maintaining the landfill site through clean up and general organization.

These tasks help ensure that only permitted users access the service and that the landfill site is properly maintained in accordance with Ministry of the Environment, Conservation and Parks requirements.

The position may also include collecting fees based on the items being disposed of and the size of the load or completing paperwork for the office to issue billing.

Qualifications

Valid Driver's License. Along with the ability to run small equipment as needed.

Responsibilities

Responsible for:

1. Punctual opening and closing of the site as per schedule;
2. Ensuring that the landfill site property is organized, tidy, and clear of debris;
3. Ensuring compliance with all municipal rules and regulations of the Ministry of the Environment, Conservation and Parks;
4. Ensuring the collection and sorting of all recycle products as determined by Council. All recyclable products, including aluminum, metals such as brass and copper, cardboard, and plastics, are the property of the Township of Emo;
5. Ensuring proper segregation of products, including placing all wood burning products, tires, and other designated items in the proper areas;
6. Collecting tipping fees in accordance with the municipal fee schedule;
7. Maintaining cooperative communication with municipal staff and Council;
8. Demonstrating courtesy and tactfulness when dealing with the public while ensuring all rules and regulations are adhered to;
9. According to the Occupational Health and Safety Act, working in a safe manner and using the protective devices, equipment, measures, and procedures required by the Act, the regulations, and the employer.