



DOKIS FIRST NATION

940-A Main Street, Dokis First Nation, Ontario P0M 2N1

Telephone: (705) 763-2200 • Fax: (705) 763-2087

Web site: www.dokis.ca

EMPLOYMENT OPPORTUNITY

JOB TITLE: LANDFILL ATTENDANT

LOCATION: DOKIS FIRST NATION

TERM: FULL-TIME, PERMANENT (Sunday-Thursday)

The Landfill Attendant is an employee of the Public Works department and reports to the Director of Public Works. This position is responsible for overseeing the day-to-day operations of the Dokis Landfill facility, which includes solid waste management and recycling.

The Attendant will have the initiative to effectively manage the landfill in a systematic order daily.

DUTIES AND RESPONSIBILITIES

- Oversee all traffic in the landfill site.
- Ensure that solid waste destined for Marshall Lake landfill is not accepted.
- Ensure proper separation and diversion of recyclable materials.
- Provide directions to the public regarding proper separation and disposal of waste and recycling.
- Ensure equipment needed for collection and storage of materials is available.
- Maintain safety for the site.
- Provide clear and safe instructions for anyone entering the landfill site.
- Respond to community questions regarding waste disposal and recycling programs.
- Maintain overall site cleanliness and litter control.
- Collect scattered garbage using manual tools.
- Log waste and recyclables collected.
- Monitor incoming waste and reject unacceptable items.
- Record landfill attendance and customer complaints.
- Act as a liaison between the Dokis Landfill, recycling centers, and neighboring landfills to coordinate waste transportation.



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- Liaise with Public Works staff to move or clear waste materials.
- Monitor wildlife in the landfill, such as bears and varmints.

QUALIFICATIONS AND REQUIREMENTS

This position requires an individual with the following characteristics:

- Completion of high school diploma.
- Basic knowledge of landfill operations.
- WHMIS, First Aid, and CPR training.
- Must be physically fit to perform the duties required.
- Able to work outside in all weather conditions.
- DZ license preferred or a valid driver's license with ability to achieve a DZ license.
- Able to interact professionally with people.
- Strong organization, communication, and interpersonal skills.

HOURS OF WORK

The normal hours of work for this position are Sunday to Thursday, from 8:00a.m. to 4:30 pm. The nature of this position is such that some overtime with notice may be required. This position follows the Dokis First Nation employment policy.

CLOSING DATE

Applications for this position will be accepted until Friday, May 30, 2025, at 4:00 p.m. Interested applicants must submit a cover letter, resume and three references to:

Art Restoule
Director of Public Works
Dokis First Nation
940A Main Street
Dokis First Nation, ON
POM 2N1
705-763-2200 ext.232
publicworks@dokis.ca

Miigwetch to all applicants for their interest; however, only those selected for an interview will be contacted.