



# 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](http://www.dokis.ca)

## EMPLOYMENT OPPORTUNITY

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**JOB TITLE:** LANDFILL ATTENDANT

**LOCATION:** DOKIS FIRST NATION

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

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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](mailto:publicworks@dokis.ca)

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