



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Dump Attendant
DEPARTMENT: Environmental Health Department
MINISTRY: Health and Human Services
LOCATION: Grand Turk

Under the direction of the Director of Public Works or designate:

1. maintains the waste disposal site in an orderly and visually acceptable condition in compliance with Environmental standard operating procedures for the dump site.
2. supervises and assists waste contractors and residents in their use of the waste site.
3. promotes and educates the public on the department recycling programs.

KEY DUTIES AND RESPONSIBILITIES:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the Public and Environmental Health Act.
2. Performs the responsibilities of the position consistent with the dump site operational policies of the Environmental Health Department.

Program/Service

1. Open and Close the dump site in accordance to work schedule.
2. Inspect and maintain fencing and gates.
3. Ensures that the dump site is free of hazards (e.g. loose debris, tripping hazards, fire, etc.) and maintained in an orderly and visually acceptable condition, by:
 - inspecting the site prior to opening to the public.
 - ensuring that all waste materials improperly deposited or scattered on the dump site are collected and deposited in the correct locations.
 - Control of traffic entering and exiting the dump site;
 - Direct site users to appropriate disposal or storage location;
 - Pick-up of spilled and wind-blown debris and litter;
 - Prohibits scavenging attempts, and ensures adherence to health and safety standards and report any accidents or unsafe conditions immediately to the CHEO or designate.
 - Performs any other related duties as assigned by CEHO or designate.
 - Adheres to all Public Service codes, rules and regulations

MINIMUM QUALIFICATIONS & EXPERIENCE:





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- Post-Secondary education or waste management related courses or previous experience.
- Must be punctual, motivated, self-starter and able to work without supervision.
- Good interpersonal skills to deal politely and effectively with the general public.
- Ability to meet physical demands of the position, and have an excellent safety record.
- Experience with heavy equipment, would be considered an asset.

SALARY: \$\$745.38 Bi-Weekly

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed.**

BELONGERS NEED ONLY APPLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

