

Required Knowledge, Skills and Abilities - Solid Waste Management Technician

Task	Knowledge - what does the Technician need to know?	Skills - what skills are required?	Abilities - what abilities are required?	Organisational Supports manuals, policies procedures, etc.	Minimum Required PPE (see notes)	Required Level of Knowledge Skills Ability (basic, applied, in-depth, expert)	Essential Skills (see notes)	Training Course
Communicate with Public	Basic Information on the layout and operation of the facility. E.G., where to drive, unload, what material is accepted/not accepted etc.	Customer Service Skills	Ability to communicate effectively	Facility Signage, Handouts, Manuals, Policies, Procedures, etc.	N/A	Basic	Oral Communication, Reading, Writing, Working with Others	In house training including HR policies (e.g., Steinbach 20/45/80 Days Review). Also orientation to help new hires understand how the facility operates
Organize Work Area	Basic Information on the layout and operation of the facility. E.G., what material is accepted/not accepted etc.	Organizational Skills	Ability to follow instructions including verbal and written direction.	Facility Signage, manuals, policies, procedures, etc.	none	Basic	Working with Other, Continuous Learning	In house training including HR policies (e.g., Steinbach 20/45/80 Days Review). Also orientation to help new hires understand how the facility operates
Follow Regulations	Facility License or Permit. The name of the basic regulations and other rules governing the facility	Reading and Comprehension	Understand requirements of the License or Permit, regulation or rules and carry them out	Facility Operating License / Permit / Applicable Act or Regulation	N/A	Basic	Reading, document Use, Thinking, Continuous Learning	In house - plus some external training for program specific tasks, e.g., PCA/MARRC
Follow Regulations	WRAP Act and Regulations (5 applicable regulations - see notes)	Reading and Comprehension	Understand Requirements of the Act and Regulations	WRAP Act and Regulations, Guidelines, Policies and Procedures	N/A	Basic	Reading, document Use, Thinking, Continuous Learning	Some training by SWANA, PROs cover some information but not comprehensive or targeted to what the technician is required to know.
Follow Regulations	DGHTA and Regulations (at least 3 applicable regulations - see notes)	Reading and Comprehension	Understand Requirements of the Act and Regulations	DGHT Act and Regulations, Guidelines, Policies and Procedures	N/A	Basic	Reading, document Use, Thinking, Continuous Learning	Some PRO training (e.g., PCA and MARRC) cover some program specific material. HazWhopper training covers some material for response to emergencies.
Follow Regulations	Transportation of Dangerous Goods Act and Regulations	Reading and Comprehension	Understand Requirements of the Act and Regulations	TDG/Regulation, Guidelines, Policies and Procedures	N/A	Basic	Reading, document Use, Thinking, Continuous Learning	TDG training is offered generically by multiple vendors. Some PROs offer program specific training.

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Follow Regulations	Ozone Depleting Substances Act and Regulation	Reading and Comprehension	Understand Requirements of the Act and Regulations	OSD Act/Regulation	N/A	Basic	Thinking, Continuous Learning	ODS training is offered by MOPIA and includes information on regulatory requirements
Follow Regulations	Workplace Safety and Health Act and Regulations (1 regulation is applicable - see notes)	Reading and Comprehension	Understand Requirements of the Act and Regulations	Workplace Safety and Health Act/Regulation. Manuals, Policies and Procedures.	N/A	Basic	Reading, ocument Use, Thinking, Continuous Learning	In house. Other generic training available such as WHMIS
Use Hand Tools (a technician may be required to use many types of hand tools including power tools)	The proper purpose and use of the tool	Reading and Comprehension, Following Instructions.	Ability to use the tool - physical ability, coordination	Safe Work Procedures. Equipment manuals.	Tool dependent - gloves, safety glasses, hearing protection, safety boots, clothing	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Mow Grass with Push Mower	How to fuel, check oil, start and use a Lawn Mower.	Reading and Comprehension, Following Instructions	Safe Operation of Push Mower	Equipment Manual/Safe Work Procedure	Steel Toe Boots, Long Pants, Ear Protection, Eye Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Mow Grass with Riding Lawn Mower	How to fuel, check oil, start and use a Riding Mower.	Reading and Comprehension, Following Instructions	Safe Operation of Riding Mower	Equipment Manual/Safe Work Procedure	Steel Toe Boots, Long Pants, Ear Protection, Eye Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Mow Grass with Weed Trimmer	How to fuel, start and use a Weed Trimmer.	Reading and Comprehension, Following Instructions	Safe Operation of Weed Trimmer	Equipment Manual/Safe Work Procedure	Steel Toe Boots, Long Pants, Ear Protection, Eye Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Clear Snow with Snow Blower	How to fuel, check oil, start and use a Snow Blower	Reading and Comprehension, Following Instructions	Safe Operation of Snow Blower	Equipment Manual/Safe Work Procedure	Steel Toe Winter Boots, Winter Clothing, Ear Protection, Eye Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Clear Snow with Front End Loader	How to conduct pre-operation maintenance and safety checks and operate a Front End Loader	Reading and Comprehension, Following Instructions	Safe Operation of Front End Loader	Equipment Manual/Safe Work Procedure and Facility policies and procedures for equipment operation	Steel Toe Winter Boots, Winter Clothing, Ear Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	Heavy Equipment Operator Training (Various Venders)
Move Pallets with Pallet Jack	How to use a Pallet Jack	Reading and Comprehension, Following Instructions	Safe Operation of Pallet Jack	Equipment Manual/Safe Work Procedure	Steel Toe Boots, Long Pants, Eye Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	In house
Move Pallets or other Material with Skid Steer	How to use a Skid Steer	Reading and Comprehension, Following Instructions	Safe Operation of Skid Steer	Equipment Manual/Safe Work Procedure and Facility policies and procedures for equipment operation	Steel Toe Boots, Long Pants, Ear Protection	Applied	Reading, Document Use, Thinking, Continuous Learning	Heavy Equipment Operator Training (Various Venders)

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Move Waste Material with Front End Loader	How to Use a Front End Loader	Reading and Comprehension, Following Instructions	Safe Operation of Front End Loader	Equipment Manual/Safe Work Procedure and Facility policies and procedures for equipment operation	Steel Toe Boots, Long Pants, Ear Protection	Applied to Expert	Reading, Document Use, Thinking, Continuous Learning	Heavy Equipment Operator Training (Various Venders)
Compact Garbage with Dozer	How to Use a Dozer to Compact Garbage	Reading and Comprehension, Following Instructions	Safe Operation of Dozer	Equipment Manual/Safe Work Procedure and Facility policies and procedures for equipment operation	Steel Toe Boots, Long Pants, Ear Protection	Applied to Expert	Reading, Document Use, Thinking, Continuous Learning	Heavy Equipment Operator Training (Various Venders)
Respond to Emergency - Provide First Aid/CPR	How to appropriately respond to an emergency and administer first aid/CPR.	Comprehension, Following Instructions.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to an emergency.	Safety Procedures	Situational	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	First Aid + CPR.
Respond to Emergency - Fire in Landfill	How to appropriately respond to a fire in the landfill.	Comprehension, Following Instructions. Fire Fighting Skills - depends on extent of fire.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to a fire. Depends on the extent of fire.	Emergency Plan, Response procedures. Mutual Aid - municipal or other assistance.	Fire resistant coveralls, steel toed boots, eye protection, gloves, breathing protection (if trained to use).	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	SWANA Landfill Fire Training. Fire extinguisher training. In house training and drills
Respond to Emergency - Fire in Garbage Bins (Transfer Station)	How to appropriately respond to a fire in a garbage bin.	Comprehension, Following Instructions. Fire Fighting Skills - depends on extent of fire.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to a fire. Depends on the extent of fire.	Emergency Plan, Response procedures. Mutual Aid - municipal or other assistance.	Fire resistant coveralls, steel toed boots, eye protection, gloves, breathing protection (if trained to use).	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	SWANA Landfill Fire Training. Fire extinguisher training. In house training and drills
Respond to Emergency - Fire in Materials Management Area	How to appropriately respond to a fire in Material Management Area.	Comprehension, Following Instructions. Fire Fighting Skills - depends on extent of fire.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to a fire. Depends on the extent of fire.	Emergency Plan, Response procedures. Mutual Aid - municipal or other assistance.	Fire resistant coveralls, steel toed boots, eye protection, gloves, breathing protection (if trained to use).	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	Unclear - beyond basic fire extinguisher training, not clear what is available.
Respond to Emergency - Fire in Office Area	How to appropriately respond to a fire in the office area.	Comprehension, Following Instructions. Fire Fighting Skills - depends on extent of fire.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to a fire. Depends on the extent of fire.	Emergency Plan, Response procedures. Mutual Aid - municipal or other assistance.	Fire resistant coveralls, steel toed boots, eye protection, gloves, breathing protection (if trained to use).	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	Unclear - beyond basic fire extinguisher training, not clear what is available.

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Respond to Emergency - Spill of Hazardous Material	How to appropriately respond to a spill of hazardous material.	Comprehension, Following Instructions. Spill response skills. Understanding chemical reactions.	Ability to remain calm in an emergency. Ability to take appropriate actions to respond to a hazardous material spills. Depends on the type and extent of the spill.	Emergency Plan, Response procedures. Outside Haz Mat response.	Chemical resistant coveralls, gloves, boots, eye protection.	Basic to Advanced - depends on training and expectations	Reading, Document Use, Oral Communication, Thinking, Continuous Learning	HAZWHOPPER, some program specific training by PROs
Open and Close Facility	How to follow facility procedures.	Comprehension, Following Instructions.	Ability to follow procedures.	Operating Procedures	none	Basic	Reading, Document Use, Thinking	In house
Screen, identify and separate recyclable material	How to follow facility procedures.	Comprehension, Following Instructions.	Ability to follow procedures.	Operating Procedures	Steel toe boots, eye protection, high viz clothing etc.	Basic to Expert Depending on situation	Reading, Document Use, Oral Communication, Working with Others, Thinking, Digital Technology, Continuous Learning	In house and external - e.g., PRO
Identify and understand potential hazards posed by recyclable material and waste	How to follow facility procedures.	Comprehension, Following Instructions.	Ability to follow procedures.	Operating Procedures	Steel toe boots, eye protection, high viz clothing etc.	Basic to Expert Depending on situation	Reading, Document Use, Oral Communication, Working with Others, Thinking, Digital Technology, Continuous Learning	In house and external - e.g., PRO
Bulk Used Oil into Storage Container	How to identify used oil, safely open containers and pour into larger storage container	Reading and Comprehension, Following Instructions	Ability to read labels, identify contamination (antifreeze, water, fuel etc.) and safely pour used oil into larger storage container	MARRC Eco Centre Training Manual, Safe Work Procedures	Steel Toe Boots, Chemical Resistant Gloves/Apron, Eye Protection	Applied	Reading, Document Use, Thinking	MARRC Eco Centre Operator Training Course
Pack Used Oil Containers in Bags	How to identify used oil containers and pack into bags	Reading and Comprehension, Following Instructions	Ability to read labels and safely pack oil containers into bags	MARRC Eco Centre Training Manual, Safe Work Procedures	Steel Toe Boots, Chemical Resistant Gloves/Apron, Eye Protection	Applied	Reading, Document Use, Thinking	MARRC Eco Centre Operator Training Course
Pack HHW into Storage Containers	How to identify HHW and classify material into the correct category by using Consumer Hazard, TDG or GHS labels. How to safely pack HHW into appropriate containers.	Reading and Comprehension, Following Instructions	Ability to read and interpret labels and safely pack HHW into totes, drums or pails.	PCA HHW Collection Site Guidelines, TDG, WHMIS, Safe Work Procedures	Steel Toe Boots, Chemical Resistant Gloves/Apron, Eye Protection	Applied	Reading, Document Use, Thinking, Digital Technology, Continuous Learning	PCA HHW Collection Site Training*

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Pack Fluorescent Lights into Storage Boxes	How to identify a fluorescent light and safely pack into a box.	Reading and Comprehension, Following Instructions	Ability to distinguish various types of light bulbs and safely pack them into boxes.	PCA Light Recycle Guidelines, Safe Work Procedures	Gloves, Eye Protection.	Applied	Reading, Document Use, Thinking	PCA Light Recycle Training*
Build Scrap Electronics Pallets	How to identify material that is accepted in the EPRA collection program and safely handle and pack onto pallets.	Reading and Comprehension, Following Instructions	Ability to identify material that is accepted in program. Ability to lift heavy objects and safely stack and pack onto a pallet.	EPRA Guidelines, Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Thinking	EPRA will provide on site training to collection sites.
Build Scrap Lead Acid Battery Pallets	How build a pallet of lead acid batteries that complies with regulatory requirements.	Reading and Comprehension, Following Instructions	Ability lift heavy objects. Ability to understand regulations that apply to packing, storage and transporation of lead acid batteries.	Federal and Provincial Regulations and Guidelines, CBA guidelines, Safe Work Procedures.	Steel Toe Boots, Chemical Resisant Gloves/Apron, Eye Protection	Applied	Reading, Document Use, Thinking	CBA has on-line instruction in TDG requirements. You Tube videos are available on line.
Load Cardboard, Plastic or Metal into Baler and create a bale of recyclable material.	How to load a baler with cardboard, plastic beverage containers or metal containers safely into a baler. How to ensure bale wire/strapping is properly installed. How to operate baler.	Reading and Comprehension, Following Instructions	Ability to safely operate the baler.	Manufacturer Manual and Operating Instructions. Safe Work Procedures.	Steel Toe Boots, Ear Protection. Eye Protection. Gloves.	Applied	Reading, Document Use, Thinking	No formal training course. Youtube videos are available on-line that show how to operate a baler.
Unload Bales of Cardboard, Plastic or Metal	How to safely unload a bale of cardboard, plastic or metal.	Reading and Comprehension, Following Instructions	Ability to safely unload a bale of cardboard, plastic or metal.	Manufacturer Manual and Operating Instructions. Safe Work Procedures.	Steel Toe Boots, Ear Protection. Eye Protection. Gloves.	Applied	Reading, Document Use, Thinking	No formal training course. Youtube videos are available on-line that show how to operate a baler.
Store Bales of Cardboard, Plastic or Metal	How to safely stack bales of cardboard, plastic or metal. How to operate a pallet jack, skid steer or fork lift.	Equipment Operation. Reading and Comprehension, Following Instructions.	Ability to safely operate a pallet jack, skid steer or fork lift. Ability to safely stack bales weighing up to 500 kg safely.	Equipment Operation Manual. Safe Work Procedures.	Steel Toe Boots, Ear Protection. Eye Protection. Gloves.	Applied	Reading, Document Use, Thinking	No formal training.

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Organize Scrap Appliances	How to organize scrap appliances to facilitate safe storage and staging for collection. How to recognize appliances that may contain Ozone Depleting Substances. Understand ODS Regulations.	Equipment Operation. Reading and Comprehension, Following Instructions.	Ability to safely move heavy objects. Ability to operate a skid steer or front end loader.	Equipment Operation Manual. Safe Work Procedures.	Steel Toe Boots, Ear Protection. Eye Protection. Gloves.	Applied	Reading, Document Use, Thinking	None
Remove ODS from Scrap Appliances	How to remove ODS from a scrap appliance.	Operation of ODS removal equipment. Comprehension, Following Instructions.	Ability to operate ODS Removal Equipment.	ODS Removal Equipment Operation Manual. Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Thinking, Continuous Learning	MOPIA ODS Technician Course.
Organize Scrap Tires	How to organize Scrap Tires to facilitate safe storage and staging for collection. Heavy Scrap Tires may require equipment such as Front End Loader or Skid Steer to move.	Comprehension, Following Instructions. Possible need for Equipment Operator.	Ability to safely organize Scrap Tire Storage.	Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Thinking	None
Organize Transfer Station Collection Area	How to organize a transfer station area including collection bin location and maintenance	Comprehension, Following Instructions. Possible need for Equipment Operator.	Ability to organize the transfer station area	Operations Manual Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Thinking	SWANA Transfer Station Course, In House
Ensure Proper Waste Placement in Landfill	How to properly place waste in a landfill	Comprehension, Following Instructions. Need for Heavy Equipment Operator.	Ability to instruct Heavy Equipment Operator to properly place or ensure proper placement of waste in the landfill	Operations Manual Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Numeracy, Working with Others, Thinking, Continuous Learning	SWANA Landfill Operations Basic covers some aspects of waste placement.
Compact Waste in Landfill	How to compact waste in a landfill	Comprehension, Following Instructions. Possible need for Equipment Operator.	Ability to instruct Heavy Equipment Operator to properly compact or ensure proper compaction of waste in the landfill	Operations Manual Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Numeracy, Working with Others, Thinking, Continuous Learning	SWANA Landfill Operations Basic covers some aspects of waste compaction.

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Place cover on waste in landfill	How to place cover on waste in a landfill	Comprehension, Following Instructions. Possible need for Equipment Operator.	Ability to instruct Heavy Equipment Operator to properly cover waste or ensure proper covering of waste in the landfill	Operations Manual Safe Work Procedures.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Numeracy, Working with Others, Thinking, Continuous Learning	SWANA Landfill Operations Basic covers some aspects of covering waste.
Maintain Burn Area (if permitted)	How to safely and properly burn waste material (if allowed by license or permit)	Comprehension, Following Instructions. Possible need for Equipment Operator.	Ability to safely and properly burn waste material at a WMF	Operations Manual Safe Work Procedures. Province has a guideline.	Steel Toe Boots, Gloves, Eye Protection.	Applied	Reading, Document Use, Working with Others, Thinking, Continuous Learning	Unclear if any training on waste burning exists.
Control pests including vermin, bears, insects	How to control pests in a WMF	Comprehension, Following Instructions. Use of pesticides requires specialized training and additional permit	Ability to safely control pests	Operations Manual Safe Work Procedures Province has guidelines	Steel Toe Boots, Gloves, Eye Protection.	Basic to Applied	Reading, Document Use, Numeracy, Working with Others, Thinking, Continuous Learning	In House plus additional training and permits required for use of pesticides.
Assist Public to unload material for diversion	Basic Information on the layout and operation of the facility. E.G., what material is accepted/not accepted etc.	Customer Service	Ability to assist the public in a friendly manner.	Facility Signage, Handouts, manuals, policies, procedures, etc.	Steel Toe Boots, Gloves, Hi Viz Vest.	Applied	Reading, Oral Communication, Working with Others	In House
Follow Operating Procedures	Need to know all the operating procedures applicable to their job.	Comprehension, Following Instructions.	Ability to read, understand and follow procedures.	Operations Manual, Facility Signage, Handouts, manuals, policies, procedures, etc.	Steel Toe Boots, Gloves, Hi Viz Vest.	Applied	Reading, Oral Communication, Working with Others, Thinking, Continuous Learning	In House
Follow Safety Procedures	Need to know all the safety procedures applicable to their job.	Comprehension, Following Instructions plus specific procedures.	Ability to read, understand and follow procedures.	Operations Manual, Facility Signage, Handouts, manuals, policies, procedures, etc.	Appropriate Safety Equipment for the task and procedure.	Applied	Reading, Oral Communication, Working with Others, Thinking, Continuous Learning	General Safety Training is available. Training specific to a facilities procedures will depend on the facility, procedure and policies of that facility.
Wear Appropriate PPE	How to wear and maintain PPE. When to wear PPE.	Comprehension, Following Instructions plus specific procedures.	Ability to read, understand and follow procedures.	Operations Manual, Facility Policies and Procedures, Safety Manual, Equipment Instructions.	Appropriate Safety Equipment for the task and procedure.	Applied	Reading, Oral Communication, Working with Others, Thinking, Continuous Learning	General Safety Training is available. Training specific to a facilities procedures will depend on the facility, procedure and policies of that facility.

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Prepare Material for Removal from Site	How to prepare material for loading onto a truck for removal. Material specific requirements: could include regulatory requirements, shipping requirements, ensuring weight is distributed properly on pallets, etc.	Comprehension, Following Instructions plus specific procedures.	Ability to read, understand and follow procedures. Ability to understand and follow regulatory requirements etc.	Operations Manual, Facility Policies and Procedures, Safety Manual, Equipment Instructions.	Steel Toe Boots, Eye Protection, Gloves, Hi Viz Vest.	Applied	Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Digital Technology, Continuous Learning	Some PRO's (PCA, EPRA for example) have training to prepare material for shipment. Other material is dependent on the facility.
Maintain and Monitor Leachate Collection System	At minimum need to know what the leachate collection system is and does, how it works and how to recognize a problem (pooling liquid, breakout, odours etc.)	Comprehension, Following Instructions plus specific procedures.	Ability to read, understand and follow procedures.	Operations Manual Safety Manual Safe Work Procedures	Steel Toe Boots, Eye Protection, Gloves, Hi Viz Vest.	Basic to Applied	Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Continuous Learning	SWANA Basic Operator, In House
Maintain and Monitor Groundwater Monitoring Wells	At minimum need to know what the groundwater monitoring wells at a WMF are for and how they should be protected from damage	Comprehension, Following Instructions.	Ability to read, understand and follow procedures.	Operation Manual	N/A	Basic	Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Continuous Learning	In House
Keep Records	At a minimum the Technician should understand what records they are responsible for keeping, how to complete, submit and store them	Comprehension, Following Instructions.	Ability to complete basic records, know who to submit them to and how to properly store them	Operation Manual	N/A	Applied	Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Continuous Learning	In House