



JOB TITLE: SITE ATTENDANT

Department: Solid Waste
Supervisor: Solid Waste Field Operations Manager
Supervision Exercised: None
Exempt Status: Hourly, Full-Time
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

Performs a variety of duties and responsibilities related to the county's solid waste program. Categorizes garbage and solid waste refuse at the county sanitation and transfer facilities for recycling and disposal.

Incumbent performs work that is regular and recurring that typically involves a low level of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of normal self-direction as the incumbent carries out instructions in oral, written or diagram format. Incumbent works independently under infrequent direct supervision by regular supervisor. Primary communication takes place with members of the public who use the solid waste site facilities, along with regular communication between Waste Management personnel, co-workers and supervisors. Position typically has little or no impact on the division or organizational operations; errors are typically limited to the position and are generally fixable at low levels. Work is typically performed outdoors and may involve continuous exposure to inclement weather. Requires snow removal practices in the winter both by equipment and by hand. Exposure to the heat during summer months as work requirements are typically out of doors. Travel is within the County. Incumbents could travel to any of the solid waste collection sites within the county, or other regular facilities. This position must have a great attitude, be punctual and reliable along with being a team player.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Opens and closes assigned solid waste facilities at scheduled times, and ensures site is ready for customers.
- Greets drivers and inspects loads; monitor incoming loads and determine acceptability. This requires good interpersonal skills using tact, patience, and courtesy.
- Directs traffic. Directs public and commercial vehicles to proper areas for disposal of waste and recycling. On rare occasions may provide assistance to site users to offload garbage and debris into appropriate areas and or containers.

- Ensures residential users have their current solid waste sticker. Complete the sticker verification process and communicate with the office in order to supply the customer with one if applicable.
- Collects related fees and creates invoices for commercial customers who use the solid waste facilities. Ensures proper billing for special cases of tires, televisions, refrigerators, etc.
- Informs the public of rules and regulations, proper waste handling, and recycling opportunities. Answers general questions directed by the public regarding disposal of waste, recycling, hazardous waste, and other related matters.
- Ensures a safe environment for employees and users of the facilities. Inspects disposal area to minimize fire and safety hazards. Removes or takes steps to remove apparent hazards to avoid injury.
- Fills out all necessary forms, documentation and paperwork related to transfer stations and solid waste disposal activities. Includes daily accounting monies and vehicle counts.
- Performs regular cleanup of garbage and refuse at front gates, around containers, fence lines and all other locations as appropriate within the assigned area to ensure a clean appearance and to prevent physical harm to employees and members of the public using the facilities. Notifies management of large items to be picked up.
- Inspects woodpiles, refrigerator, metal, and other specialty areas to ensure that improper refuse is not present.
- Directs and informs the public of household hazardous waste disposal. May be responsible for reporting possible hazardous waste spills or cleanup of accidental spillage.
- Attends to recycle area. Breaks down cardboard that is not sufficiently flattened using a utility knife. Keeps area clean and neat. Keeps approach and steps clear of debris and snow. Closes lids to prevent blow.
- Performs daily site closure procedures including daily log totals, cash balancing, inspecting and securing waste in containers. Complete required notifications of yardages to hauler. Ensure all users and vehicles have exited the facility, secure all tools and equipment. Lock office and gates.
- Work and communicate with Waste Management on a regular basis.
- Performs regular site maintenance duties including, but not limited to, dusting, deodorizing, grounds maintenance, and addressing leaks and spills. Reports needed site repairs and hazardous materials cleanup as needed.
- Works in all types of weather, from the extreme of cold in the winter to hot in the summer.

SECONDARY FUNCTIONS

- May serve as relief attendant at any location throughout the county as directed or assigned.
- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills, and abilities so as to competently perform

the essential functions of the job. High school diploma or equivalent required.

- Customer service experience required. Any prior work experience in a related field preferred.
- Knowledge of basic math skills sufficient to measure incoming loads, count money and record monetary transactions.
- Ability to read and interpret general documents including safety rules, maintenance instructions, and information related to the position.
- Ability to communicate effectively, both orally and in writing. Most communication is made in a face-to-face setting with some written communication required for report writing and other paperwork. Ability to interact with the public in a professional manner.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Basic knowledge of computer operation.
- Must possess a valid state driver's license. Must have and maintain a good driving record.
- Regular, dependable attendance is an essential function of the position.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and some sedentary work; crouching, walking, stooping, and reaching. When assigned to transfer station and other facilities, may require lifting, pulling, pushing, and carrying weights typically under 20 pounds, but may occasionally require lifting of 50 pounds. Incumbent typically works in an unsheltered area and subject to inclement weather and temperature conditions. Also, regularly subject to noxious odors, physical hazards, hazardous materials and other conditions that may create a risk of physical harm with improper protection and continued exposure.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____