

Bonner County Job Description



Title: Site Attendant
Department: Solid Waste
Supervisor: Solid Waste Assistant Manager
Supervision Exercised: None
BOCC Approval/Job Description Revision: 10/4/2020

Posting Title	Site Attendant
General Summary	<p>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.</p> <p>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 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 and regular communication between coworkers 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. Incumbent will travel to any of the solid waste collection sites within the county, or other regular facilities.</p>
Essential Functions	<p>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:</p> <ol style="list-style-type: none"> 1. Greets public at transfer station or facilities entrance, examines loads to assess content and directs to the appropriate disposal or recycling location. Identifies unacceptable materials such as hazardous materials, paints, batteries, etc. and directs customers in proper disposal of such items. 2. Ensures a safe environment for employees and users of the facilities. Removes or takes steps to remove apparent hazards to avoid injury. 3. Informs the public of rules and regulations, proper waste handling, and recycling opportunities for unacceptable and hazardous waste. Answers general questions directed by the public regarding disposal, recycling, and other related matters. Questions users on their stickers and explains the need for the sticker. Communicates with the office to check for sticker if resident does not have one. 4. Collects related fees or arranges for proper assessment and billing by the county. Creates invoices for commercial customers for use of the transfer station facilities. Ensures proper billing for special cases of tires, televisions, commercial rates, and out of state users. 5. Fills out all necessary forms, documentation and paperwork related to transfer stations and solid waste disposal activities. Includes daily accounting monies and vehicle counts.

	<ol style="list-style-type: none"> 6. Performs regular cleanup of garbage and refuse to ensure a clean appearance and to prevent physical harm to employees and members of the public using the facilities. Performs regular clean up at front gate areas, disposal locations, and all other locations as appropriate within assigned area. 7. Directs traffic to appropriate area for off-loading of acceptable waste within the facilities. On rare occasions may provide physical assistance to site users to off load garbage and debris into appropriate areas and containers. 8. Inspects woodpiles, refrigerator, metal and other specialty areas to ensure that improper refuse is not present. 9. Directs and informs public of household hazardous waste disposal. May be responsible for reporting possible hazardous waste spills or cleanup of accidental spillage. 10. 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. 11. Cleans yard area and surrounding area including debris that is blown or carried out of immediate vicinity; notifies manager of large items to be picked up. 12. Performs daily site closure procedures including daily log totals, cash balancing, picking up litter and ensuring site cleanliness, inspecting boxes and containers for leakage, securing waste in containers to prevent blow, securing and cleaning office, and locking fences and gates. 13. 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.
Secondary Functions	<ol style="list-style-type: none"> 1. Performs snow shoveling functions as needed for the site facilities. 2. May serve as relief attendant at any location throughout the county as directed or assigned. 3. Performs all other duties as assigned.
Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required. 2. No specific experience required. Any prior work experience in a related field preferred. 3. Knowledge of basic math skills sufficient to count money and record monetary transactions. 4. Ability to read and interpret general documents including safety rules, maintenance instructions, and information related to the position. 5. Ability to communicate effectively, both orally and in writing. Most communication is made in a face to face settings with some written communication required for report writing and other paperwork. Ability to interact with the public in a professional manner. 6. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. 7. Basic knowledge of computer operation. 8. Must possess a valid state driver's license. Must have and maintain a good driving record. 9. Regular, dependable attendance is an essential function of the position.

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 when necessary per Bonner County policy.

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

Signature: _____ Date: _____

Please Print Name: _____