

GRANITE COUNTY

POSITION DESCRIPTION

DECEMBER 2010

POSITION: Container Site Attendant/and Relief Attendant

DEPARTMENT: Solid Waste District

ACCOUNTABILITY: Limited accountability to Solid Waste District Board and Solid Waste Manager/Supervisor; and final accountability to Granite County Commissioners.

SUMMARY OF WORK: Greets the public who use the container site; directs them to appropriate dumping and recycling locations; assesses and writes receipts for trash; provides for customer assistance; property management and security; compacts trash in dumpsters using County equipment; and operates and maintains scale and computer in accordance with county policy.

JOB CHARACTERISTICS:

Nature of Work: This position performs physical labor duties requiring work outside; may work in adverse weather conditions and extreme temperatures; may be exposed to hazardous waste, stench, fumes, air borne particles and chemicals. High noise levels may be encountered. Position requires assessing and writing receipts for trash yardage. Position works with various types of heavy equipment. Must adhere to the safety practices in dealing with equipment and waste as provided for by the County Safety Committee.

Personal Contacts: Daily contact with the public; weekly contact with contracted hauler and other County personnel.

Essential Functions: Position requires ability to communicate with the public; assess trash yardage or weight as per policy; get signed yardage or weight receipts from users; calculate fees; visually inspect areas; use County equipment; use hand and power tools; maintain fences; walk on uneven ground; lift objects weighing up to 75 pounds; pick up litter at container site and at Bin-nie recycling site; hear customers and approaching equipment; follow safety guidelines.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Greets the container site users and directs them to the appropriate dumping locations. Answers questions concerning fees, dumping, hazardous wastes, recycling and other related matters. Explains recycling program to public; directs users to recycling trailer, Bin-nie recycling containers, wood pile, and metals recycling dumpster. Operates scale and computer in accordance with county policy.

Conducts on site inspections of the incoming wastes and screens waste for proper disposal. Calculates the proper fees when appropriate. Receipts and records any fees received on the sites. Receipting and record keeping for fees is the responsibility of each site operator.

Maintains and operates weight scales at site in accordance with county policy.

Compacts trash in dumpsters using County equipment. Contacts Solid Waste District's Supervisor to schedule contracted hauler for Solid Waste pickups.

Maintains and cleans the property and equipment. Cleans garbage from grounds and adjacent property and keeps Bin-nie recycling site free of trash. Keeps recycling trailer clean and neat, with containers set up for recycled commodities. Maintains fences, roads, and does week and rodent control. Keeps site locked and closes lids on trash dumpsters at night and when site is unattended. Performs other related duties as required.

Provides written report to Solid Waste board each month to inform Board of problems questions/concerns, complaints, and number of hauling trips to Missoula.

Follows safety procedures of County Safety Committee.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of, or ability to learn, laws and regulations governing solid waste disposal. Knowledge of safety procedures in dealing with waste and handling equipment. Knowledge of County's recycling program.

Skills: This position requires skills in recording accurate data, which includes computer use and use of hand tools, as well as being an experienced operator of some types of County equipment.

Abilities: This position requires the ability to: communicate effectively with the public; follow safety procedures; work in adverse weather and extreme temperatures; walk on uneven ground; lift objects weighing up to 75 pounds; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or a G.E.D required.
- Requires valid state of Montana's driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to, the following:

- Performs assigned duties.
- Capably manages container site property, providing a clean, safe place to recycle and dump.
- Provides helpful assistance and information to the public.
- Accurately receipts payments and records fees.
- Keeps property and equipment maintained and clean.
- Follows safety procedures of County Safety Committee.
- Notifies dispatcher at County Sheriff's Department when going on and off duty.
- Capably screens wastes for proper disposal.
- Operates and maintains scale in accordance with county policy.
- Assesses trash weight based on worksheet provided by County.
- Writes receipts for customers; and obtains signature from user.
- Notifies the secretary of the Granite County Solid Waste District at least 24-hours in advance to have contracted hauler pick up full containers.
- Provides written report to Solid Waste Board each month.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Responsible for reading and complying with Granite County Personnel Manual, and Granite County Solid Waste District Operation and Maintenance plan.
- Maintains equipment maintenance log as per directions of site supervisor.

CALLING FOR A REPLACEMENT:

If the Container Site Attendant is sick or injured and cannot work, the Attendant shall first call the Solid Waste Board Manager/Supervisor for the Supervisor to find a replacement to be called to work, if the Supervisor is unavailable, the Attendant should next call the Solid Waste Board secretary, and if the secretary is unavailable, the Attendant should then call a Granite County Commissioner. If all fails, the Attendant shall call the replacement directly.