

Taylor County Board of County Commissioners
JOB TITLE: Roll-Off Site Attendant
Part-time

EXEMPT (Y/N):	No	UNION (Y/N):	No
Pay Grade 110		W COMP CODE:	9015
LOCATION:	Roll-Off Sites	DEPARTMENT:	Solid Waste
SUPERVISOR:	Environmental Services Director		
DATE:	12/28/99		
APPROVED BY:	BCC	Edited:	09/22/14

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

Oversees activities at County Solid Waste Collection Sites to ensure that proper procedures are followed. Working schedule includes 7 days per week, evenings, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Observes deliveries of material to ensure proper placement.
- Cleans and maintains roll-off site areas.
- Opens and closes sites and handles recyclable material.
- Maintains daily logs of incoming equipment.
- Operates stationary equipment.
- Assists public and provides information about solid waste and recycling.
- Assess Class III loads, charges and collects fees, maintains receipts for fees, turns in fees weekly to bookkeeper.
- Practice and enforce safety procedures and guidelines.
- Perform other job duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to follow written and oral instructions.
- Ability to receive public with courtesy.
- Ability to set work priorities, organize work schedules, and keeps records.
- Ability to work cooperatively with others.
- Ability to work independently and exercise initiative.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is required to talk and to hear.
- Required to stand, walk, sit, reach, stoop, kneel, crouch and frequently use hands and fingers.
- Must be able to lift and/or move up to 50 pounds with frequency and perform yard duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ While performing this job, the employee works near moving mechanical parts and moving vehicles.
- ◆ Potential exposure to fumes and/or airborne particles, toxic or caustic chemicals.
- ◆ Continuous exposure to all weather conditions including extreme heat or cold, high winds and rain.
- ◆ Continuous exposure to insects and potential exposure to vermin.
- ◆ Employee will be working in a malodorous environment, especially during the summer season.

EDUCATION AND/OR EXPERIENCE:

Minimum 8th grade education, preferably high school diploma or GED.

COMMENTS:

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their purpose.