

LANDFILL ATTENDANT

CODES/PAY RANGE

Class Code: 2345

EEO Code: H

Pay Range: 112

MAJOR FUNCTION

Routine cashier and clerical work located at the County Landfill.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Writes tickets for each customer - cash or charge. Computes charges on weight and volume basis. Measures truck in cubic yards to determine correct volume. Notifies vehicle owner of requirement to label truck capacity.

Keeps and maintains records of activity for each shift. Records totals of vehicles, volumes, categories of refuse.

Makes cash deposits. Balances cash receipts, noting shortage or overage.

Operates computerized weigh station requiring basic understanding of micro-computer hardware.

Answers the phone, provides information to the public, advises customers of landfill rules, helps customers and answers questions.

Works staggered shifts, weekends, holidays, and eleven (11) hour days.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to make correct change. Ability to measure the capacity of a truck. Ability to accurately input computer data. Ability to keep and maintain clerical records. Ability to manually operate truck scale and compute charges. Ability to work with the public. Ability to be bonded.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and one (1) year of experience handling

(Landfill Attendant continued)

money or bookkeeping experience and working with the public.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, talk, stand, walk, reach; finger dexterity.

Environmental Demands: Generally outside work. Exposure to rain, heat, cold, humidity. Ability to tolerate odors, fumes, dust.

Mental Demands: Ability to perform general and shop math. Ability to read letters, memos, work orders, balance sheets, instructions, rules and procedures. Ability to speak clearly and concisely. Ability to write complex sentences relaying information, data, details, instructions, etc.

Revised 10/94