

**BROADWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Solid Waste Collection Site Attendant – Part-Time

**DEPARTMENT:** Solid Waste

**ACCOUNTABLE TO:** Public Works Supervisor

**PRIMARY OBJECTIVE OF POSITION:** Position is a part-time position working no more than 28 hours per week. Under the general supervision of the Public Works Supervisor, site attendants are primarily responsible to educate the public as to what is allowed to be deposited in the canisters; distribute verbal and written information about the County's solid waste department; monitor the sites after hours to inform the supervisor when canisters are full; confirm that site users have a valid solid waste permit and document the vehicle and what was deposited.

**ESSENTIAL JOB FUNCTIONS:**

- Must have ability to follow written and oral instructions;
- Position requires employee to perform a multitude of movements in which a moderate physical effort is occasionally required, including lifting up to 50#'s (greater with assistance), bending, climbing, stooping, and prolonged sitting;
- Work is generally performed in uncontrollable conditions in which extreme noise, pollution, heat, cold, dampness, dust, toxic or caustic chemicals, exposure to fumes, airborne particles, stench, and infectious wastes may be present.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Demonstrate regular attendance and punctuality;
- Know and follow safety procedures while working around canisters at waste collection sites;
- Maintain cleanliness at canister sites;
- Perform duties of laborer as required;
- Work performed requires care and use of proper safety equipment and procedures to prevent injury;
- Courteous and tactful communication is necessary with supervisor and the general public;
- Uses equipment requiring care to assure against breakdown or deterioration.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school, or its equivalent;
- Experience in the solid waste field helpful, but not necessary;
- Must possess, or successfully complete, training in identifying hazardous waste.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Possesses and maintains a knowledge of acceptable wastes and disposal criteria;
- Performs all of the tasks expected in the normal activities of the solid waste department;
- Establishes and maintains effective working relationships with fellow employees and supervisor to more effectively serve the public; and,
- Maintains reports of activities.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 4-17-19**