

Job Description: COLLECTION STATION ATTENDANT
(SOLID WASTE DEPARTMENT)

CLASS NO. 2216 **EEOC CATEGORY:** Service-Maintenance

PAY GROUP: 7 **FLSA:** Nonexempt

SUMMARY OF POSITION

Assist in the daily tasks at the solid waste department, Citizens Collection Stations, including checking county waste disposal stickers on vehicles at stations, assisting the general public in unloading and placing waste materials in proper containers, and maintaining collection sites in a neat and clean manner.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Collection Station Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers and the general public.

EXAMPLES OF WORK

Essential Duties*

Ensures that all vehicles utilizing county waste disposal facilities display a county waste disposal sticker;

Assist general public (including elderly and handicapped as necessary) at citizen collection stations in placing garbage and recyclables in proper containers. This includes disposing of waste, oil, tires, etc.;

Assists roll-off truck drivers in unloading solid waste dumpsters and roll-off boxes, including replacing covers;

Safely operates garbage compactors;

Ensures that batteries and other hazardous materials are not included in drop-off loads; and

Maintain roll-off box pad and collection site in a neat and clean condition, including disinfecting dumpsters.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2216 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Solid Waste Department rules, regulations, and procedures.

Skill/Ability to: perform assigned collection station tasks; understand and follow instructions; tolerate outside working conditions, including exposure to adverse weather conditions; establish and maintain effective working relationships with co-workers and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, its equivalent, or sufficient education to understand, interpret, and follow written and/or oral instructions;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Waste Screening Certification may be required if the County deems necessary or becomes a TNRCC requirement.

Appropriate Texas driver's license.