

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Collection Site Substitute
DEPARTMENT: Solid Waste & Recycling
REPORTS TO: Collection Site Supervisor
FLSA STATUS: Part Time Employee

SUMMARY: The individual in this part time, contractual position will be employed at the collection sites for the Department of Solid Waste and Recycling. This individual will be responsible for providing customer service while controlling the refuse disposed of at the site and for enforcing the policies of this Department. The hours and location of work for this substitute position will vary. This position will require work on weekdays, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Arrive at work on time. Sites should be open at the scheduled time for the public
2. Keep the sites neat and orderly at all times. Clean up litter that may have blown out of the open top containers or fallen out of the compactor.
3. Be prepared to answer the public's questions concerning the policies effective at the site, the type of waste that can be disposed and the alternative site (Garrett County Landfill) for construction debris, commercial waste, or other items which cannot be accepted at the site.
4. Be courteous at all times.
5. Each year hand out applications for permits. Inform individuals that the permits must be permanently attached to the vehicle's windshield.
6. Assist the public in their recycling efforts. Recycling opportunities at other sites should also be promoted. Make sure that only appropriate items are placed in the designated bins.
7. Screens all loads of waste entering the site, visually looks at what is in the load and ask questions.
8. Responsible for assuring that adequate safety measure is taken to protect themselves and the public.
9. During winter months site attendants are responsible for keeping pedestrian areas free of snow and safe for walking. Shoveling snow around building and containers will be required. This includes application of abrasives or salt to slick areas when necessary.
10. Other duties may be assigned.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

- ❖ Less than high school education is required for this position.
- ❖ One (1) month of related experience or training or equivalent combination of education and experience is needed to qualify for this position.

LANGUAGE SKILLS:

Collection Site Attendants must have the ability to listen, speak, and communicate effectively with supervisors, co-workers, and most importantly the public. Presentation and the ability to put a person at ease in potentially confrontational situations are important skills for all Collection Site Attendants. Required are junior high school skill levels for reading, comprehension, and writing.

MATHEMATICAL SKILLS:

Collection Site Attendants must be able to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Must have the ability to perform these operations using weight measurement, volume, and distance. Must be able to maintain continuous count of customer traffic and refuse units for the collection site.

REASONING ABILITY:

Collection Site Attendants must have the ability to apply common sense understanding to carry out instructions as required for the operation of the collection site. Must have the ability to deal effectively with staff and the public in order to carry out the goals of this Division.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to listen and speak. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to stand, sit, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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

WORK ENVIRONMENT:

Much of the time performing the duties of this position will be spent outside. Weather conditions may vary greatly and the employee may be frequently exposed to extreme heat, extreme cold, snow, ice, rain, wet/humid conditions, dry/dusty conditions, wind, sunshine, odors and moving mechanical parts. The noise level in the work environment is occasionally loud.

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.