



## JOB DESCRIPTION

### Non-Certified Attendant – Solid Waste

**Screen**

**Job Title:** Non-Certified Attendant – Solid Waste

**Department:** Solid Waste

**Classification:** Grade 10 (Non-contract)

**FLSA Status:** Non-exempt

**Position Description:** Service Maintenance – Responsible for accepting incoming waste to the Hubbard County transfer stations and proper handling of recyclables. Maintain buildings and grounds of the facilities. Follow state and federal guidelines for the facility.

**Supervisor’s Job Title:**

Direct – Certified Attendant Supervisor - Solid Waste

Indirect – Solid Waste Administrator

**Total # of full-time equivalents with job title that report directly to this job:** 0

**Total # of full-time equivalents with job title that report indirectly to this job:** 0

**QUALIFICATIONS:**

**Minimum Qualifications:**

- High School graduate or equivalent.
- Valid class D driver’s license and reliable means of transportation.
- Successfully pass a pre-placement screen, contingent upon a job offer.

**Knowledge, Skills & Abilities:**

**Knowledge:**

- General maintenance of heavy and light equipment.
- Policies, procedures, rules, regulations, and operating practices applied in solid waste management.

**Skills:**

- Work safely using heavy equipment around public traffic.
- Communicate effectively both orally and in writing.
- Effective human relation skills to effectively deal with a wide range of pertinent issues.
- Record keeping for load documentation, billing, receipts, maintenance records, etc.

**Abilities:**



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- Work effectively and calmly with the public.
- Work in heavy traffic areas.
- Work in extreme weather conditions.
- Work in a regulatory, fast paced work environment.
- Work independently.
- Complete job tasks in a timely manner with frequent interruptions.
- Multi-task; detail oriented.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

**Preferred Qualifications:**

- 2 year’s work experience operating heavy equipment (i.e. compactor, backhoe, dozer, loader, garbage truck, semi, forklift, skidsteer, telehandler) and mechanical background.
- Forklift certification (**must attach Certification**).

<b><u>ESSENTIAL DUTIES OF THE POSITION:</u></b> (These duties are a representative sample; position assignments may vary.)	<b><u>FREQUENCY:</u></b>
<p><b>Transfer Station</b></p> <ul style="list-style-type: none"> <li>• Work directly with the public by directing traffic to appropriate sites for disposal of waste; assist with unloading waste.</li> <li>• Empty transfer station dumpsters.</li> <li>• Charge contractors and out of county users fees and issue receipts. Answer the phone.</li> <li>• Communicate with waste haulers and recycling contractor regarding deliveries and shipments.</li> </ul>	60%
<p><b>Recycling Center</b></p> <ul style="list-style-type: none"> <li>• Collect, haul, separate, sort, bale, load, and prepare recyclable materials for shipment.</li> </ul>	10%
<p><b>Heavy Equipment Operation and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Maintain and operate heavy equipment (compactor, backhoe, dozer, loader, garbage truck, semi, forklift, skidsteer, telehandler).</li> </ul>	20%
<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>• Maintain buildings and grounds of facilities including snow removal, building upkeep, general cleaning, mowing, weed whipping, etc.</li> <li>• Maintain and upkeep recycling areas (scrap metal, tires, fluorescent tubes, waste oil/filters, concrete, brush, electronics).</li> </ul>	10%
Regular attendance on the job.	
Perform other duties as delegated.	



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#### **PHYSICAL REQUIREMENTS:**

To view the Functional Job Analysis for this job, [click here](#).

#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

#### **CLASSIFICATION HISTORY:**

Position prepared by Hubbard County  
Date last Reviewed: (01/2018)