

JOB POSTING
PERRY COUNTY RECYCLING MANAGEMENT DISTRICT

POSITION: Site Attendant
WORK SCHEDULE: 10:00 a.m. - 6:00 p.m., T, Th and 8:00 a.m. - 4:00 p.m. Sat.
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: March 1997 **STATUS:** Part-time
DATE REVISED: **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

ESSENTIAL FUNCTIONS:

Assists the public with disposal of trash and recyclables, including ensuring materials are acceptable and properly sorted, assisting with unloading items as needed, and providing information on regulations and proper methods of disposal.

Empties, separates and stores recyclables in bins from other sites. Assists contractors with picking up trailers.

Maintains cleanliness of site, grounds and building, including picking up litter daily, emptying trash cans, sweeping floors, and mowing/trimming lawn. Reports to supervisor when site needs grading or ditching.

Assists in maintaining equipment, including maintaining fluid levels, changing oil, lubricating, and reporting malfunctions and repair needs.

Periodically assists in directing community service workers, including making work assignments and providing training and corrective instruction as needed.

REQUIREMENTS:

Working knowledge and ability to make practical application of Department and OSHA safety practices and procedures, with ability to ensure safety of self, co-workers and the public.

Ability to understand and follow work orders and work alone with minimum supervision.

Ability to properly operate Department tools and equipment, including lawn mower, trimmer, compactor, and baler.

Ability to effectively perform the essential duties of the position, including exerting sustained physical effort, bending, handling/grasping objects, standing/walking for long periods, pushing/ pulling objects, reaching, and lifting/carrying objects less than 50 pounds.

Ability to effectively communicate with co-workers, contractors and customers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to regularly work weekend hours.

LICENSE/CERTIFICATION NEEDED:

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Site Attendant for the Perry County Recycling Management District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

Applicant/Employee signature

Date