



## LRSWMD SITE ATTENDANT JOB DESCRIPTION

**DEFINITION:** A skilled technical and manual worker in the daily operations of the District Drop-Off Stations. Operates all aspects of collection and handling of municipal solid waste, recyclables and any other special wastes. Attendants work under the direct supervision of the Facilities Manager. The work includes indoor and outdoor work through year-round seasonal conditions. Moderate physical activity is required and expected daily. Attendants are required to work safely and bring unsafe conditions to the attention of the Facilities Manager. Attendants are required to **treat customers and other staff courteously, work as a team together and support the mission of LRSWMD.**

**DISTRICT MISSION:** Our mission is to reduce the quantity and toxicity of the trash generated and going to the landfill while maintaining or improving overall environmental quality (air, water, and soil), treating customers and employees with respect, and operate within a balanced budget.

### **ATTENDANT RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO AND MAY VARY BY DROP-OFF STATION:**

- 1) Report unsafe conditions for staff and customers in order to prevent injuries and property damage.
- 2) Understand the staff schedule, plan of the day with co-workers, including how to support each other during busy times and rotate for breaks.
- 3) Unlock and lock up stations at the beginning and end of the workday. Note any vandalism or other unusual activity and report to the Facilities Manager.
- 4) Set up the cash drawer with the startup cash as provided by the office or to you.
- 5) Measure and calculate properly the cost of each customer's load of bagged or bulk waste (per bag fee or cubic yard) and all other accepted items at location such as textiles, tires and etc.
- 6) Collect the fee assessed and make the proper change or record the amount on a charge slip for credit customers. Provide receipt to customer for each transaction.
- 7) Direct customer to designated collection container where each item is to be deposited.
- 8) Ensure items that require special storage such as fluorescent light bulbs, batteries, propane tanks are properly placed in designated areas/containers.
- 9) Educate customers about landfill-banned items, recycling specifications, fees, and proper sorting and preparation if applicable.
- 10) Assist any customer who needs assistance unloading their vehicle and placing the material in the proper container.
- 11) Operate all equipment (trucks, trailers, compactors, baler, skid-steers, loader, and various tools) safely and effectively to handle material, prepare material for transportation, or maintain equipment. *Training is provided.*
- 12) In our Redemption Center, count containers, pay customers their deposit or account for charity donations, and sort containers according to distributor and transportation scheme.
- 13) Monitor all customers while on site and take action to ensure they first stop at the Scalehouse, conform to safe traffic flow and parking, that they pay for their services used, and that they treat each other and staff respectfully.
- 14) Remove snow from platforms and walkways and sand to minimize the danger of slips and falls due to icy conditions. Immediately report hazards caused by ice and snow to the Facilities Manager.
- 15) Keep all stations clean, sanitary, organized, presentable, and compliant with regulations. Use less busy times during open hours to lighten the end of day workload of cleaning.
- 16) Make note of damage, concerns, tool losses and supply needs and report them to the Facilities Manager with the daily paperwork.
- 17) Maintain awareness of holding capacity for each type of material on site and report as necessary for hauling/shipping/transport.

- 18) Inspect the work location at end of the day to ensure that all the materials are properly placed in correct containers, under cover and/or on impervious surfaces as each item is required.
- 19) At the end of workday, remove startup cash for the next workday. Place the day's receipts with the Reconciliation form and checklist. Ensure cash bags are immediately deposited after site closure.

**OTHER RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- 1) Read and sign-off on Employee Policy Manual and Transfer Station Operators manual and review annually.
- 2) Fill out training logs on all aspects of operations you have been trained on and maintain with Facilities Manager.
- 3) Request training on any operation that you feel you are inadequately prepared to conduct.
- 4) Report any unsatisfactory customer behavior and avoid escalating arguments with customers.
- 5) Wear provided uniforms including turning-in and picking up uniforms for weekly cleaning service
- 6) Wear the appropriate PPE at all necessary times for your safety including but not limited to: reflective wear, gloves, eye protection, hearing protection, safety shoes. The District will provide these items.
- 7) Perform other tasks as assigned by the Facilities Manager, including assisting with projects, seasonal changes, and site/equipment maintenance.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- 1) Ability to work and complete all duties independently at other locations where you may be the only attendant on-site.
- 2) Ability to function under pressure and meet deadlines while maintaining a helpful and cheerful attitude.
- 3) Ability to follow all responsibilities and rules the district enforces and adjust to them as they are deemed necessary.
- 4) Must have a valid driver's license and high school diploma or GED.
- 5) Ability to lift 45 pounds on a regular basis.
- 6) Ability to work effectively and calmly and problem solve in a fast-paced environment.
- 7) Positive and helpful attitude, and willingness to take on a challenge.

**Disclaimer:** All information above is intended to describe the overall position and is not to be considered the complete statement of the duties and responsibilities that are necessary.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received and read this job description; I understand the job for which I am assigned, and I am capable of performing all of these functions of this job with or without reasonable accommodations.

Name: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.