

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: LANDFILL ATTENDANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform routine customer service and administrative tasks assisting those utilizing the landfill site. Weighs vehicles entering and leaving the landfill, monitors materials, directs drivers to dumping area, and calculates fees if applicable.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors incoming and outgoing traffic at the landfill site; directs traffic in and out of the facility, and to the appropriate dumping site; weighs vehicles as they enter and when they leave.

Checks materials brought in for dumping and follows established procedures for disposal.

Assists customers using the landfill facility; provides information; determines net weight and calculates appropriate fees; collects fees and returns change.

Performs various administrative tasks in support of the daily operations of the landfill; answers phones, provides information to callers, and takes messages when needed; calculates and prepares weekly bank deposits for fees collected; enters deposit information into computer; prepares related reports; travels to bank to get change and make deposits as necessary.

Operates a personal computer, phone system, fax machine, copier and other equipment as necessary to complete essential functions; utilizes a digital weigh display and scale to monitor vehicle weight and calculate fees.

ADDITIONAL FUNCTIONS

Performs routine cleaning tasks around the office; cleans office and restroom; removes trash around building; cleans and straightens garage.

Assists customers by unloading vehicles.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; one to two years of general work experience with knowledge of basic office procedures, customer service skills, and ability to collect fees and make change; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, traffic hazards, and toxic agents.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.