

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: April 28, 1999
REVISED: March 14, 2011
REVISED: November 2015

JOB TITLE: Public Use Site Attendant

DEPARTMENT: Solid Waste Management **FLSA:** Non-Exempt

REPORTS TO: Solid Waste Facility Manager **Category:** Essential

SUMMARY OF RESPONSIBILITIES

To meet and greet the public, direct the public to the proper waste disposal locations, and maintain the public use site.

ESSENTIAL JOB FUNCTIONS

1. Oversee and direct the public users of the public use site to the proper waste disposal locations for bag and bulk trash, oil, anti-freeze, appliances and scrap metal, tires, batteries, and recycling bins. Work with the public in screening waste as it is delivered.
2. Maintain work areas and equipment in a clean and orderly manner. These daily activities include but are not limited to sweeping and picking up litter around the upper level of the open tops and compactors, sweeping and picking up litter on the concrete pad when each open top and compactor is pulled, keeping the lead acid batteries stacked on pallets, cleaning up any small antifreeze or used oil spills, maintaining an ample supply of stay-dry absorbent and advise the Field Supervisor when stock is depleted or needed, ensuring all oil and antifreeze portable containers are emptied and disposed of in the compactors or open tops, emptying the trash cans around the yellow recycling bins, cleaning up any trash around the recycling bins, patrolling the scrap metal / appliance disposal area for scavengers, keeping trash picked up around the public use site, and operating the magnet to pick up nails and screws on the paved roads and public use site.
3. Operate and maintain the trash compactors.
4. Notify the contract hauler when an open top or compactor box needs to be pulled. To minimize the amount of pulls, the Attendant shall make sure that each box is FULL.
5. Grease equipment, boxes, and wheels.
6. Observe all safety rules, regulations, and practices. Report any unsafe working conditions or maintenance needs to the Landfill Field Supervisor or Solid Waste Facility Manager.

7. Promote all on-site recycling activities including the scrap metal collection, batteries, oil / antifreeze, the yellow recycling bins, the cardboard open top and the Goodwill convenience site.
8. Keep all walking areas used by the public clean of ice and snow and spread salt/ice melt in the winter months as needed. Maintain an ample supply of salt/ice melt and advise the Landfill Field Supervisor when stock is depleted or needed.
9. Other duties as needed including but not limited to mowing and weed eating around the Public Use Site or operating a haul truck, the water truck, and the bush hog, or loading, mixing, spraying, cleaning up the hydro seeder when utilizing Posi-shell as a daily cover material as directed by the Landfill Field Supervisor or Solid Waste Facility Manager.

WORKING CONDITIONS

1. Regularly works in outside weather conditions.
2. Potential exposure to solid waste (landfill trash), vapors, sharp / ragged materials, and used oil while performing duties. Continuous exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and occasional exposure to heights.
3. Frequent walking and lifting (up to 50 pounds without assistance), carrying (up to 50 pounds without assistance), with occasional sitting, standing, pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, grasping, repetitive movements, and driving a motor vehicle.
4. Required to work irregular schedules on an as needed basis, which includes overtime, night duty, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must have a home telephone or cell.

EMPLOYMENT CONDITIONS

1. Pre-employment drug and alcohol test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. This position is considered a safety sensitive position and is subject to random drug and alcohol testing.

KNOWLEDGE AND SKILLS

1. Must be physically able to perform heavy manual labor.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical aptitude, use general hand tools, and operate a motor vehicle.
4. Ability to perform several tasks at the same time.
5. Must be able to work independently with a minimum of supervision.
6. Must exhibit a positive attitude to effectively deal with the public, visitors, agency officials, and co-workers.
7. Must possess a valid Virginia Driver's License.

EQUIPMENT OPERATED

Compactor, All Terrain Vehicle, Haul Truck, Water Truck, Push Mower, Weed Eater, Farm Tractor / Bush hog

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations, confined space requirements, lock out tag out, slip, trip & fall protection and wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
2. Maintain equipment in safe working order.
3. Be aware of customer presence and vehicles.
4. Attends safety meetings

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____