

POSITION: Clark Landfill Gate Attendant

POSITION PROFILE

Status:	Appointed position
Status:	Non-Exempt
Derives authority from:	Landfill Manager
Reports to:	Landfill Bookkeeper
Employee Status:	Regular, Part-Time
Normal Work Hours:	3 Day Work Week Tuesday, Thursday and Saturday 10:00am – 4:00pm
Pay:	Wage

JOB RELATIONSHIPS

Supervises no personnel. Works in harmony with all departmental personnel.
Supervised by the Landfill Bookkeeper or Landfill Manager.

BENEFITS AND CONDITIONS

This is a Part-Time position. Not eligible for benefits.

EMPLOYMENT ELIGIBILITY QUALIFIFCATIONS

1. High school diploma or GED desired.
2. Current Wyoming driver's license preferred.
3. Must be at least 18 years of age.
4. Knowledge of cashiering practices and procedures.
5. Skill in following and effectively communicating verbal and written instructions.
6. Skill in operating a personal computer utilizing a variety of business software, calculator and other office equipment.
7. Ability to climb steps and ladders to inspect loads. Also requires ability to climb, step in and out of gate building and walk to and from building to vehicles bringing in waste.
8. Handwriting must be legible.

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SUMMARY OF RESPONSIBILITIES AND DUTIES (JOB GOALS)

This employee must be comfortable in a solitary position at a remote site once sufficient training is provided and completed. This employee is responsible for directing and controlling traffic in and out of the Landfill. Greets public and assists users with landfill information. Work involves inspection of incoming loads to detect and prevent disposal of hazardous and special waste, including keeping records of all incoming waste. The gate attendant will be trained in safety procedures and the identification of prohibited wastes. Assures that proper safety procedures are followed and that appropriate safety standards are met. If prohibited wastes are observed, the attendant shall not allow the waste into the landfill and shall immediately notify the Landfill Manager or Site Foreman. Calculates material volumes and assesses necessary fee. Recommends distribution and sorting of waste materials. Collects disposal fees, issues receipts and correct change. Directs customers to the designated area for type of refuse being disposed. Other duties include custodial work at the gate building. Employees in this position must be able to sustain periods of time with exposure to the elements and be willing to work irregular hours and weekends on their own. Applicant should have good physical and emotional health.

PERFORMANCE RESPONSIBILITIES

This job description outlines the general duties and responsibilities of this position. The job description is intended to cover the major areas of responsibility but is not in any way limited to all of the job responsibilities associated with this position.

1. Inspection of incoming solid waste and directing drivers to proper disposal site.
2. Receive appropriate amount of tipping fees for each load.
3. Must be able to handle monies and make correct change.
4. Ability to accurately estimate volumes.
5. Maintain daily, weekly, monthly logs of incoming drivers and categories of waste.
6. Perform custodial work at the gate building.
7. Answer telephone at gate building. Ability to operate two-way radio communication with operators and office as necessary.
- 8. Must be familiar with solid waste regulations and **able to relay correct information to the public.****
9. Other duties as assigned.
10. Must be able to work alone after sufficient training is received.