



Park County

Job Description



Title:	Landfill Lot Attendant	Code:	
Division:	Solid Waste	Effective Date:	December 13, 2020
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Modern solid waste management and disposal operations involve highly regulated, meticulously sited, and engineered facilities that are costly to operate. The Park County Solid Waste Division (SWD) involves three (3) operating solid waste landfills which are owned and maintained by Park County. These active landfills are located near Cody, Powell, and Clark, Wyoming. The SWD also is responsible for maintenance and regulatory compliance for all closed landfills in Park County which includes the closed municipal solid waste landfill located near Meeteetse. The SWD also manages the operation and maintenance of Park County’s waste-water lagoons located north of Cody and a solid waste transfer station in the Crandall area.

Under the administrative and technical direction of the Solid Waste Division Manager (SWDM) with close coordination with the various individual site managers/lead operators, the Landfill Lot Attendant (LLA) is responsible for carrying out various administrative, technical, and maintenance related duties in support of Park County’s solid waste operations.

SUPERVISION RECEIVED

Functions under the direct authority SWDM but must also coordinate and work closely with the individual site managers/lead operators. The LLA will be based out of Cody at the PCRL as this is Park County’s central municipal solid waste receiving area. However, LLA may be asked to work and provide support activities at any of the Park County solid waste management facilities including the Powell Landfill, Clark Landfill, Meeteetse Landfill, Crandall Transfer Station, and Park County Sewer Lagoons (Cody). LLA will utilize a County owned/maintained vehicle when travelling between sites.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

The duties of the LLA include but are not limited to the following:

- Opening and/or closing facility(s) during normal operating hours;
- Clearing snow from sidewalks and scales as needed;
- Filling in and manning the scale house in support of gate attendant when gate attendant is not available and before gate attendant arrives;
- Control of access to the site by customers and the public in general;

- Logging of public and waste collection contractors disposing waste at the facility(s);
- Directing customers to the appropriate waste disposal/staging areas once loads are checked in at the scale house;
- Utilizing computer and scales to determine and log fees in accordance with established fee schedule;
- Receipt of waste load tipping fees from customers;
- Random inspection of waste loads for content while recognizing and restricting unauthorized (ie, hazardous) waste;
- Compiling and maintaining various operational records;
- Litter pickup and cleanup as needed at facility(s);
- Monitoring and organization of various materials staging areas (ie, paint, waste tires, batteries, waste oil, citizens drop off area; etc.);
- Customer assistance as needed involving special loads;
- Basic building/facility maintenance and janitorial duties;
- Operation of various light and heavy-duty equipment as needed depending on skills and training in support of waste management, staging, and disposal operations; and
- Other duties as assigned by the SWDM and/or Site Manager/Lead Operator.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High School Diploma or GED;

2. Required Knowledge, Skills, and Abilities:

- LLA must communicate and coordinate activities with the rest of the landfill crew and the customers daily. In this capacity, LLA must communicate clearly and concisely while interfacing professionally with various landfill division personnel, other Park County employees, and the public.
- LLA must be team oriented while working well with others to achieve Department/Division defined goals for the operations of all Park County solid waste management facilities.
- LLA must be able to multi-task while prioritizing routine tasks as well as unexpected issues that may come up in any given work period.
- Position requires a good work ethic (self-starter) while exercising solid judgment and initiative.

3. Special Qualifications:

- Must possess and maintain a valid Class A driver's license.
- Must have legal authorization to work in the United States.
- Must be at least 18 years of age.
- Experience operating light duty and/or heavy-duty equipment is desirable but not required.
- Some basic knowledge of computers and basic office software is preferred but not essential (MS Office, Word, Outlook, Excel, etc).
- Must be able to use a calculator and make correct change for financial transactions;

- Handwriting must be legible;
- Regular training and certifications to improve skills applicable to position will be made available by the Department/Division and are encouraged.

4. Physical Requirements and Work Environment

- Employees in this position must be willing to work irregular hours and weekends. Work involves frequent outdoor exposure to the elements including hot, windy, wet, and cold conditions.
- Applicant shall have good physical and emotional health.
- Physical requirements with or without reasonable accommodation include, but are not limited to, the functions of sitting, walking, standing, lifting, hearing, bending, speaking, stooping, climbing, balancing and reaching. Sufficient vision and hearing are required to perform driving, computer applications, and visual/audio observations of details pertaining to operational activities.
- The working environment includes driving (occasionally long distances), possible occasional operation of light duty/heavy equipment, exposure to inclement weather and loud noises, field inspections, office environment, typical landfill and waste hazards.

WORK HOURS AND COMPENSATION

1. Work Hours:

Normal Work Hours: 3 Day Work Week
7:00 AM to 4:30 PM, Monday Through Saturday (off-set rotation)

2. Compensation:

Pay \$15.05 per hour
Status: Non-Exempt
This is a Part-Time position. Not eligible for benefits
Job is open until filled

Disclaimer: The above statements describe the general nature, level, and type of work performed in carrying out the duties of this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.