

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Landfill Attendant **GR:** 101 **FLSA:** Non-Exempt **DATE:** 12/05/2024
DEPARTMENT: Public Works **DIVISION:** General Services/Landfill
REPORTS TO: Landfill Superintendent **APPROVED:** _____ **JOB CODE:** 7019/7078

GENERAL DESCRIPTION:

Under supervision, records customers, determines and collects charges, directs the unloading of solid waste at the municipal landfill. Limited judgement is exercised; opportunity for discretion is limited and procedures well defined.

TYPICAL DUTIES:

- Opens and closes scale house for operations; unlocks and locks facility perimeter gate.
- Directs customers to proper unloading area for waste disposal within the landfill.
- Coordinates with waste disposal vehicle operators to efficiently manage traffic flow and prevent congestion at unloading points.
- Monitors waste types and materials to ensure only permissible waste is accepted in compliance with environmental regulations.
- Reads scale meters and records weights of solid waste coming to the landfill.
- Provides guidance and instructions to customers on acceptance criteria, recycling facilities, and fees.
- Resolves customer concerns or directs them to the appropriate personnel regarding non-technical issues or inquiries.
- Performs clerical duties for landfill operations.
- Processes charges and payments for waste disposal; provides receipts and tickets as required.
- Prepares monthly summaries; maintains landfill users reports.
- Cleans buildings and tends to the surrounding grounds; picks up litter as needed.
- Performs overtime as required, and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- One (1) year of experience as a cashier or in a role with related financial responsibilities.
- One (1) year of administrative work and customer service experience; proficient computer skills.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Efficiently and properly direct trucks and vehicles in the unloading of solid waste. (Daily)
Receive and account for all funds properly. (Daily)
Perform tasks in accordance with accepted safety practices. (Daily)
Complete clerical duties as assigned (Daily)
Perform tasks independently without close supervision (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Climb inclines, uneven surfaces, balance required.

Walking: Moderate amount required.

Stooping/Bending: Occasionally.

Stand/Sit: Sit about 50 percent of the time.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS (CONT'D):

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment and tools requiring moderate ability.

ESSENTIAL JOB FUNCTIONS/EXPOSURES:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Heavy vehicle noise.

Hazards: Moderate exposure to traffic safety and construction areas.

Fumes/Dust/Odors: Exposure to dust, odors, and minimal fumes.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to comprehend and apply computer software principles.

Ability to maintain accurate records.

Ability to multi-task while working under stressful conditions to meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, pen, pencil, printer, radio, telephone, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.