

# LEAVENWORTH COUNTY JOB OPENING

## VACANCY #26-6-2

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**POSITION:** Solid Waste Facility Attendant

**SALARY:** \$20.09-\$21.75

**DEPARTMENT:** Solid Waste

**PAY LEVEL:** Level A Step 9 to 11

**EXEMPT / NON-EXEMPT:** N

**SUPERVISOR:** SW Facility Lead / SW Operator II

**County Employees Only:** May apply at the Human Resources Department, 1<sup>st</sup> Floor, Suite 104, in the County Courthouse.

**General Public:** May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov) or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov)

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*This position closes when filled*

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**TITLE:** Solid Waste Facility Attendant

**WORKING TITLE:** Facility Attendant

**DEPARTMENT:** Solid Waste **PAY LEVEL:** Level A **EXEMPT/NON-EXEMPT:** N

**SUPERVISOR:** Lead-HHW Manager/SW Operator II **SUPERVISES:** N/A

**LOCATION:** Leavenworth County Transfer Station, 24967 136<sup>th</sup> St., Lansing, KS 66043

**Tuesday-Friday 7:45 am to 4:15pm Saturday 7am to 3pm**

### RESIDENCY POLICY

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

### SCOPE

Serves as a customer service and crewman support personnel who manages the cleanliness and safety of the facility. Performs general duties to support facility operations to include monitoring the various areas of the facility for cleanliness, assisting customers into the correct bay and directing traffic, assisting in the acceptance of recyclables in correct bins, and keeping the tipping floor safe from trip and fall hazards throughout the day. Operates various hand tools to ensure duties are performed such as brooms, blowers, shovels, and small yard maintenance equipment. Acts as scale operator and monitor in times of scale attendant's absence or for break relief. Must possess a high level of situational awareness, attention to detail, and communication skills. NOTE: Scavenging of solid waste is strictly prohibited and is against department policy.

### PERCENTAGE OF TIME

10%

### ACCOUNTABILITIES

1. Operation of various hand tools.

50%	2. Directing Customers to appropriate facility locations and bays.
20%	3. Maintaining cleanliness of facility and recycling areas.
10%	4. General yard maintenance and trash retrieval.
5%	5. Assisting in the acceptance of HHW.
5%	6. Assisting in scale customer service duties.

**KNOWLEDGE AND SKILLS** (\*Required prior to employment)

1. Knowledge of industry terminology, solid waste principles, practices, and procedures.
2. Knowledge of scale software and simple accounting typical of a cashier.
3. Knowledge of recyclables and HHW collection techniques.\*
4. Skilled in oral communication to customers, crew, and Director. \*
5. Skilled in the use and safety practices of yard maintenance and floor safety.

**HUMAN RELATIONS** (This is not an inclusive list, other tasks/duties may be assigned.)

Candidate will work closely with director, solid waste operators, and customers during working hours of the transfer station. Must possess the ability to communicate clearly and concisely in person, on the phone and over the radio. Must be able to clearly communicate and direct customers with regard to safety protocols and traffic to and from the scale to the bay areas. Candidate must have attention to detail and clearly communicate deficiencies at solid waste facility to leadership.

**ILLUSTRATIVE TASKS** (This is not an inclusive list, other tasks/duties may be assigned.)

1. Greets and directs each customer on/off the scale to service bays.
2. Checks customers for safety protocols such as cell phone use and back up techniques.
3. Completes the floor safety protocols and facility clean up duties.
4. Responsible for maintaining organization of the recycle bins.
5. Assists as needed with scale duties to check customers in/out and handle transactions.
6. Communicates on the phone or by hand held radio with Director and Solid Waste staff for daily activities and customer traffic flow.

**MINIMUM QUALIFICATIONS**

Applicant shall pass pre-employment verification items to include a urinalysis and physical capacity test. Applicant shall possess a high school diploma or equivalent. Must be at least 18 years old and possess a valid driver's license. Must meet requirements outlined in Knowledge and Skills section marked with an \*.

**ENVIRONMENTAL DEMANDS**

Work is performed around heavy equipment, customer vehicles, semi tractor-trailers, compactors, and in areas with greater than 3-ft drop off zones capable of causing death or dismemberment. Work is performed inside and outside with exposure to all elements, extreme weather conditions, solid waste particulates, and exhaust fumes.

**ADA/PHYSICAL DEMANDS**

1. Vision Must be adequate for driving, reading, and computer activities.
2. Hearing Must be adequate to hear customers and co-workers in noise.
3. Speech Must be able to speak English clearly to communicate in person, on the phone, or on a hand held radio.
4. Standing/Bending Backing customers into bays and load inspections.
5. Walking Monitoring recycling area.
6. Sitting Scale attendant and computer duties.
7. Lifting/Carrying 25 pounds – minimum to lift batteries, paint, trash, etc.
8. Pushing/Pulling 50 pounds – moving solid waste compartments, bails, tires, etc.
9. Climbing/Balancing Must be capable of climbing stairs, negotiating ramps, retrieving items or from overhead, and general maintenance duties.
10. Stooping/Kneeling Must be able to stoop/kneel for retrieving trash and yard maintenance duties around facility, creeks, and roadsides.
11. Reaching/Handling Reaching is required for most tasks assigned.

I have read the job description and understand the content.

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Signature

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Date

**LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**