

<b>POSITION TITLE:</b>	<b>COLLECTION CENTER ATTENDANT</b>
<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	Solid Waste
<b>POSITION NUMBER:</b>	0011
<b>FLSA STATUS / GRADE:</b>	Non Exempt / 102
<b>CLASSIFICATION:</b>	Labors and Helpers
<b>REPORTS TO:</b>	Solid Waste Programs Manager

**GENERAL DESCRIPTION OF POSITION:**

Performs responsible semiskilled and unskilled work maintaining residential collection centers, equipment and grounds. Assists residents in the proper disposal of waste and recyclable materials. Monitors and ensures sites are used by County residents. Operates refuse compactor. Opens facility and secures equipment, building and gates upon closing. Work is performed under regular supervision.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Pleasantly greets residents and ensures use facility in a safe and efficient manner
- Assists residents in the proper disposal of waste and recyclable material
- Encourages residents to recycle
- Monitors site to ensure that only County residents are using it; instructs new residents and non-resident landowners to call the Solid Waste Department and obtain a Landfill and Container Use Permit.
- Operates the refuse compactor and notifies the Solid Waste Office when pulls are necessary; maintains open tops and recycle bins.
- Cleans and collects litter at the collection site and surrounding areas.
- Opens and closes the collection site in a timely manner or as directed by management
- Keeps buildings organized and clean
- Secures all equipment, buildings and gates upon closing.
- Performs preventive maintenance on specified equipment; notifies the Solid Waste Office if any site maintenance is required.
- Accomplishes all tasks as appropriately assigned or requested by management.
- Participates in employee meetings and training as needed.
- Performs special projects as assigned.
- Meets attendance requirements and maintains the highest level of dependability.
- Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.

**QUALIFICATIONS:**

<b>Education / Experience:</b>	Any combination of education and experience equivalent to completion of tenth grade. Demonstrated stable work history preferred.
<b>Knowledge / Skills and Abilities:</b>	<p>General knowledge of the methods used in equipment operations, safe operating practices and occupational hazards.</p> <p>Ability to multi-task and solve problems within scope of responsibility. Attention to detail. Ability to read, comprehend and follow oral and written directions accurately. Proficiency in English.</p> <p>Strong interpersonal and communication skills. Ability to establish and maintain effective working relationships with employees and the general public. Strong quality and service minded. Ability to work cooperatively in a diverse team and/or independently.</p>



<b>Certifications / Licenses:</b>	Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on County business, and acceptable driving record.
<b>Physical Requirements:</b>	<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>This is medium work requiring exertion of 5000 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects. Work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word level; visual acuity is required for operation of machines, depth perception, peripheral vision, operations of motor vehicles and equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.</p>
<b>Environmental Factors:</b>	The worker must be able to work in all weather conditions and is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibrations, hazards, atmospheric conditions and oils.
<b>Special / Additional Requirements:</b>	Subject to a complete criminal history background search and drug screening with acceptable results.
<b>Disclaimer:</b>	<p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p>

Approved by:	Personnel Committee / County Administrator
Approved date:	November 1, 2015
Revised:	February 2017

