

**UNION COUNTY SOLID WASTE
PART TIME COLLECTION SITE ATTENDANT
POSITION DESCRIPTION**

MAJOR FUNCTIONS:

Position reports directly to the Solid Waste Supervisor. Responsible for the safe operation of the Collection Site you are in charge of running, in all aspects. Must be able to provide professional, courteous customer service to all citizens of Union County. Work schedule is Wednesday through Saturday 9:00 am to 6 pm and Sunday 1:00 pm to 5:00 pm. **The part time attendant will work on an ON CALL basis during these hours.** On occasion you may be called in to work additional hours or days, especially during or after disaster or emergency situations. Must have a working phone and reliable transportation.

DUTIES AND RESPONSIBILITIES:

Responsible for verifying proof of residency for anyone wishing to use the site to dispose of garbage. Directs and assist citizens to appropriate disposal containers and recycling bins. Ability to observe and visually inspect every load during disposal and ensuring each load is not over the daily amount allowed, 1 cubic yard. Monitor all Solid waste and recycling containers, ensuring they do not get over loaded. If a container needs to be emptied you need to call your Supervisor immediately. Must be able to operate all on site equipment both safely and efficiently. Complete all necessary forms and submit them to your Supervisor. Answer incoming calls and provide information as needed and answer any questions as required. All working and walking areas must be free of garbage and debris at all times. Maintain a pleasant attitude no matter how unpleasant the situation. Report any harassment or disagreements to your supervisor immediately and obtain tag number of the party involved. Follow all rules and guidelines as explained in detail in the Collection Site Information Booklet/County Policy Manual.

KNOWLEDGE, ABILITIES, SKILLS, AND REQUIREMENTS:

Successful applicants must be able to read and interpret documents such as driver's licenses, tax deeds, car registrations, etc., as means of determining residency. Must be able to read and write and have the ability to make decisions with no supervision. Have the ability to follow all rules and regulations and turn people away as necessary. Will possess the ability to assist residents with the disposal of their trash and to maintain a professional manner at all times. Applicant will need to pass a pre-employment drug screen and background check. Some knowledge of recycling is preferred. Must be able to maintain good working relationships with other employees and the citizens of Union County. Applicants must have ability to drive.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Work requires occasional physical exertion and/or muscular strain. Work involves exposure to extreme heat, cold, humidity, rain, wind, noise, strong unpleasant odors, dust, pollen, and possible toxic conditions. Must be able to lift up to 70 lbs. and move 10 to 50 lbs. regularly. This job requires constant standing, walking, bending, reaching, and climbing up and down.

INTERPERSONAL COMMUNICATION:

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from Supervisors.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, i.e. the general public.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED is preferred. Must have a valid Florida Driver's License. A combination of experience and or training which provides the required knowledge, skills and abilities. Must pass a pre-employment drug screen and background check.

**UNION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND GIVES
VERETERANS PREFERENCE**

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.