

# **Convenience Center Attendant**

## **Nature of Work**

This is responsible and physically demanding work involving the oversight and operation of solid waste convenience centers located throughout White County. Activities associated with the job include assisting individuals with the proper disposal of household trash and other debris, informing clientele about regulations pertaining to the proper disposal of recyclable and/or hazardous materials, ensuring the cleanliness, security and proper maintenance of the center and notifying the Solid Waste Director of any needed repairs or equipment. Additional activities include coordinating collection activities depending upon the utilization of the center, operating the trash compactor as needed and performing minor maintenance and repair activities when necessary. Job duties require considerable knowledge of waste disposal rules and regulations including recyclable items and hazardous materials, sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions and good interpersonal and organizational skills. Job performance is evaluated by the Solid Waste Director through review of the cleanliness and organization of assigned convenience centers, ability to interact effectively with the public, knowledge of solid waste regulations and physical ability to perform the job.

## **Illustrative Examples of Work**

- Opens and closes the convenience center according to established schedules and ensures the security of the site.
- Assists individuals with the proper disposal of household waste and recyclable items and informs them of the proper location for disposing various items.
- Inspects items being disposed of to ensure that no hazardous materials are included and advises individuals of the proper location for disposal of materials not permitted in the convenience center.
- Operates the trash compactor when necessary and ensures that it is in proper working order.
- Checks vehicles coming into the convenience center to ensure they are licensed in White County and/or have a current electric bill showing the fee is paid or receipt of payment.
- Notifies the appropriate personnel when landfill materials need to be collected including furniture, plastic, etc.
- Directs traffic to the proper containers when the garbage disposal truck is emptying containers.
- Intercepts contractors and other individuals not allowed to use the convenience center for disposal and informs them of the proper disposal sites.
- Cleans around collection containers and organizes and sorts recyclable materials left at the center.

- Mows and weed eats the grounds of the convenience center when necessary.
- Performs minor repairs on equipment, fences and offices located at the convenience center.
- Notifies the Solid Waste Supervisor of any significant repair needs, need for additional gravel, etc.
- Attempts to resolve any issues or concerns of individuals utilizing the center and/or notifies the Solid Waste Director of any significant problems encountered with the public.
- Performs related duties as required.

### **Necessary Requirements of Work**

- Knowledge of the rules and regulations governing the disposal of solid waste in White County.
- Knowledge of the proper handling and disposal of recyclable items and hazardous materials.
- Knowledge of disposal sites for the collection of construction debris, wood, rock and other items.
- Knowledge of routine preventive maintenance and repair activities involved with the management of a solid waste convenience center.
- Ability to interact in a professional and tactful manner with the public.
- Ability to perform the physically demanding aspects of the job in variety of weather conditions.
- Ability to maintain the convenience center in a clean and organized manner and coordinate the timely collection of household debris, recyclable items, etc.
- Ability to consistently make appropriate and timely decisions in response to new and/or unexpected situations.
- Ability to safely operate blowers, weed eaters, mowing equipment and hand and power tools utilized in maintenance operations.
- Ability to read and interpret operational rules, regulations and memorandum pertaining to solid waste operations.
- Ability to safely operate trash compacting equipment and perform minor preventive maintenance and repair activities when necessary.
- Ability to consistently adhere to established schedules and operating policies and procedures.