

VACANT POSITION

DEPARTMENT: SOLID WASTE

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION: employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: Position will remain open until filled.

Job Title: Substitute Collection Center Attendant (Position 3401)
Salary: Pay Grade 3; Hiring Rate \$8.5290 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer

Work Schedule: Part-time as needed to fill in when regular part-time employees are absent; Centers are open Monday, Tuesday, Thursday, and Saturday from 7 am – 7 pm.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or GED preferred; supplemented by 2 months previous experience and/or training involving recycling operations, solid waste disposal, customer service, manual work, or general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

GENERAL STATEMENT OF JOB: Under general supervision, performs numerous duties relating to the successful operation of the County Collection Center. Duties include opening and maintaining the site; ensuring proper separation of recyclables; proper disposal of waste; monitoring level of waste in compactor; ensuring that site is well maintained; etc. Reports to the Public Works Director or Assistant Public Works Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of equipment, including a garbage compactor, recycling container, waste-roll-off containers, telephone, etc. Must also demonstrate proficiency at using small tools for repair of machinery and equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to unload load(s) of trash when requested by handicap or disabled residents. Must be able to lift and/or carry weights of twenty to thirty pounds.

ESSENTIAL JOB FUNCTIONS:

Is responsible for ensuring that the Collection Center is open and operational at specified times; also ensures that the site is maintained properly.

Ensures proper collection and disposal of waste; ensures proper collection and separation of recyclable materials.

Operates the waste compactor; monitors the level of waste and recyclables.

Responds to questions from the general public; works to educate the public regarding recycling.

Unloads load(s) of trash when requested by handicapped or disabled residents.