

VACANT SUBSTITUTE 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: Part-time Collection Center Attendant (Position No. 3401)

Salary: Pay Grade 3; Hiring Rate \$13.00 per hour

Provisions of Personnel Ordinance for promotion/Demotion/Transfer

Work Schedule: Will work on a rotating schedule; Collection Centers are open Monday, Tuesday, Thursday and Saturday, 7:00 a.m. – 7:00 p.m.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or GED preferred; must be able to read and write and possess good communication skills and be able to interact with the public. General understanding of recycling practices preferred; or any equivalent combination of training, education, and experience which provides the requisite knowledge, skills, and abilities for this position.

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 the site is well maintained, etc. Reports to the 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 lift and/or carry weights of twenty to thirty pounds.

ESSENTIAL JOB FUNCTIONS:

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

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

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

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

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

March 25, 2024