 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** September 2020

**Position Title:** Transfer Station Attendant

**Department:** Public Works

**Supervisor:** Public Works Management Assistant

**Position Summary:** Under the limited supervision of the Management Assistant, the Transfer Station Attendant performs a variety of tasks at the Transfer Stations. The duties include opening the bins for trash collection, operating a backhoe to move items in bins when full, assist clients in identifying recyclable materials, determining appropriate dumping fees, collection of fees and depositing fees.

**Supervisory Responsibilities:** None

**Qualifications:**

* Education: High School Diploma or equivalent.
* Experience: Two years of experience in a position requiring meeting the public and cash handling.

**Skills/Abilities:**

* Equipment used: Backhoe, assorted hand tools, and weed whacker. Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile. Must be able to learn operation of point-of-sale system.
* Bilingual English/Spanish preferred but not required.
* Knowledge, ability and skill to identify problem solve with respect to a wide variety of equipment, mechanical systems and maintenance situations.
* Ability to balance deposits.
* Ability to obtain and retain Asbestos Worker Certification.
* Ability to meet and greet the public in a courteous, polite and professional manner.
* Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.
* Experience working with clients of varying age, gender, race, ethnicity, religious and social background required.
* Ability to work under minimal supervision required.

**Job Duties/Responsibilities:**

* Manage the operation of the Transfer Station.
  + Assist Transfer Station users:
    - Determine acceptable materials for dumping.
    - Determine recyclable materials.
    - Direct users to appropriate bins for dumping.
  + Determine dump fees, based on Morrow County Fee Schedule.
  + Remove litter.
  + Transfer receipts to Public Works Office.
  + Notify Public Works Office of any needed repairs or maintenance, as needed.
* Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

***Working Environment:*** Work is performed primarily at Public Works Transfer Station.

***Physical:***

* Work outside in all types of weather.
* Walk throughout the Transfer Station.
* Operate a backhoe or similar equipment.
* Write receipts.
* Ability to lift up to 50 lbs., to handle materials efficiently, and to move quickly if needed.

***Mental:***

* Ability to apply mathematics principles in determining fees.
* Ability to make change.
* Ability to make deposits and balance with receipts.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

