



Sanitation Attendant-Temporary Position

FLSA Status: Non-Exempt

Safety Sensitive: Yes

Created: 10/31/2022

Last Revised: 10/31/2022

DEFINITION: Under direct supervision of the Public Works Director and Supervisor, performs a variety of unskilled and manual laborer tasks involved in routine and complex semi-skilled work in sanitary transfer station operations. Receives the public, provides customers assistance, cashiering, property management, and security.

DISTINGUISHING CHARACTERISTICS: This class is at the entry or trainee level. Employees in this classification often work on their own under general supervision of the Public Works Director and Supervisor.

ESSENTIAL FUNCTIONS:

1. Greets transfer station customer and directs haulers to appropriate location and designated tipping sites. Answers questions concerning fees, dumping, hazardous wastes, recycling, and other related matters, or refers customers to other City of Wells personnel, as necessary.
2. Conducts on-site inspections of in-coming waste and identifies contents of vehicle: evaluates and screens incoming wastes for proper disposal; coordinates with other staff as required; calculates the appropriate fees charged for dumping.
3. Receives receipts and records fees. Balances daily cash receipts.
4. Opens and closes landfill sites, picks up and delivers monies and other necessary paperwork to and from City of Wells as required.
5. Maintains daily operations of waste disposal. Operates heavy equipment, such as trucks compactor, backhoe, front-end loader, or specialized landfill operations equipment, as needed, to operate the sanitary transfer station.
6. Performs general custodial and maintenance duties, such as cleaning the office area, restrooms and grounds.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Appropriate use and maintenance of hand and power tools, and other equipment common to basic laborer tasks.
- Basic laborer tasks such as use of shovel, rake, etc.;

- Basic cleaning and refuse removal procedures; and

Skill to:

- Use maintenance tools, equipment, and supplies in a safe and efficient manner;
- Drive trucks and other vehicles;
- Use hand and basic power tools.

Ability to:

- Understand and follow directions;
- Respond to the public and others in a courteous and respectful manner.
- Perform heavy manual tasks for extended periods of time
- Communicate effectively verbally and in writing;
- Establish and maintain effective working relationships with employees, other departments and the public;
- Understand and carry out written and oral instructions.

Required Certifications and Licenses:

A valid state driver's license.

Must be sixteen (16) years of age or older.

Ability to pass an alcohol and drug test given at pre-employment and randomly.

Experience, Education, and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Two years of experience relating to construction, maintenance, or repair.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent shoveling, raking, lifting, and loading of heavy objects (up to 100 pounds); physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools; performs manual tasks associated with cleaning or unclogging sewers and/or storm drains.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed