

CONVENIENCE CENTER ATTENDANT
Pulaski County Public Service Authority

Department: PSA Refuse

Reports to: Sanitation Commercial Supervisor

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employees will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Part-Time

Work Hours: Varied by location, (Up to twenty-nine (29) hours per week)
Dublin---Monday-Saturday 8-5, Sunday-1-5
Dora Highway---Monday-Friday 1-5, Saturday 8-5
Monday-Friday 3-7 Daylight Savings Time, Saturday 8-5
Fairlawn--- Monday-Friday 1-5, Saturday 8-5
Monday-Friday 3-7 Daylight Savings Time, Saturday 8-5

ESSENTIAL FUNCTIONS: Directs and assists citizens in disposing of waste, recyclables, or items that can be used by Goodwill Industries. Position requires the employee to lift and move materials on behalf of citizens.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Communicate openly and effectively with citizens and staff to give a positive representation of Pulaski County
- Directs citizens in the proper location of disposal materials (household waste, metals, refrigerators, stoves, air conditioners, newspapers, glass and plastics, tires, brush and wood)
- Ensure that unacceptable waste is not accepted
- Ensure grounds are free from trash and debris; place such debris in proper receptacles as needed
- Properly secure the convenience center upon leaving the center
- Notify appropriate personnel when containers become full
- Compact trash in either garbage truck or compactor
- Keep daily log

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of methods, procedures and equipment used in refuse disposal activities
- General knowledge of record keeping requirements
- Ability to plan and schedule equipment to attain operations objectives
- Ability to establish and maintain effective working relationships and the general public

ADA REQUIREMENTS: The position requires the ability to lift and carry up to 75 pounds; ability to stoop, bend, and work in bent positions for periods of time; ability to sit and operate office equipment for long periods of up to four hours at a time.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent completion of seventh grade

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____