

## **Pulaski County**

### **Job Title: Drop Site Attendant**

**Department:** Public Service Authority

**Reports to:** Sanitation Supervisor

**Supervision Exercised:** None

**Supervision Received:** Minimal supervision via Sanitation Supervisor

**Classification (FLSA):** Non-Exempt          Part Time – 29 hours per week

**Category:** Public Service Authority

**Job Summary:** Directs and assists citizens in disposing of waste, recyclables, or items that can be used by Goodwill Industries; does related work as required.

**Job Requirements:** Any combination of education and experience equivalent completion of seventh grade.

**Physical/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.

### **Job Duties and Performance Standards**

#### **I. Typical Tasks:**

- 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 logs;
- Other duties as assigned.

#### **II. 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;

#### **III. Professionalism and Confidentiality: Abide by all County policies and procedures**

- Understand and consistently implement all County policies and procedures
- Maintain confidentiality with all vendors and employee transactions and activities
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**IV. Training and Job Development: Responsible for continuing education development and building knowledge of library skills and resources.**

- Develops and establishes own personal goals as well as those requested by the supervisor
- Participates in required training
- Works with staff and the public to discuss and resolve problems and incorporate ideas for improvement

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

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, the County has 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.**