

Colfax RU Solid Waste & Recycling Division Position Description

Department: Colfax RU Solid Waste & Recycling Division

Position Title: Collection Site Attendant **Pay:** \$15.50 (2021)

Reports To: Lead Attendant and/or the Colfax Public Works Director

Function, Purpose, and Description of Position

Under primary direction of the Colfax RU Solid Waste & Recycling Director, the Collection Site Attendant is responsible for managing, processing, containerizing, and shipping all solid waste and recyclable commodities at either of the Colfax and/or Elk Mound Collection Sites. All attendants are required to keep site clean, safe, and efficient for public usage during business hours, and assists the public with their solid waste and recycling activities in a professional and courteous manner. Assist when site user need help with proper sorting or when Lead Attendant needs help with labeling and containerization of recyclable commodities; ensures that all cash revenue generated from fee items is handled appropriately; and evaluates site usage and public interactions for compliance with all Colfax RU Solid Waste & Recycling Ordinance protocols.

The Attendant may act in the role of the Lead Attendant, who supervises the Second, Third, and Backup Attendants and assigns site job duties as necessary. The Lead Attend ensures that collection sites are opened/closed on time, oversees the proper sorting, labeling, and containerization of recyclable commodities; ensures that all cash revenue generated from fee items is handled appropriately and is properly secured at the conclusion of each business day; and evaluates site usage and public interactions for compliance with all Colfax RU Solid Waste & Recycling Ordinance protocols.

Additional duties will include hydraulic compactor operation and maintenance, frequent call-in reporting of all site needs, including container switches, compactor exchanges, heavy material loading requirements, site maintenance, used oil, antifreeze, and oil filter volumes, yard waste management, supply requests, hazardous waste diversion, and other needs as they arise.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, previous supervisory experience preferred, with materials handling or warehouse experience desired, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have excellent situational awareness, communication skills, and be responsive to visual and audible cues, and have a strong attention to detail. General reading, writing, and arithmetic skills are also required.

Mathematical Ability

Ability to do basic math, including measurements, weights, volumes, and rudimentary accounting skills.

Physical Requirements

Ability to work for extended periods of time up to 11 hours; ability to see, read, and comprehend small writing and symbols; ability to perform a combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight up to 50 pounds.

Environmental Adaptability

Ability to work outdoors in all-weather, all-season conditions, and be adaptable to hot, cold, wet, dusty, noisy, and odorous environments.