

Dunn County Solid Waste & Recycling Division

Position Description

Department: Dunn County Solid Waste & Recycling Division

Position Title: Collection Site Lead Attendant **Pay:** \$17.00 (2023)

Reports To: Solid Waste & Recycling Director

Function, Purpose, and Description of Position

Under primary direction of the Dunn County Solid Waste & Recycling Director, the Collection Site Lead Attendant is responsible for managing, processing, containerizing, and shipping all solid waste and recyclable commodities at any of the seven Dunn County Area Collection Stations. The Lead Attendant also supervises Second, Third, and Backup Attendants and assigns site job duties as necessary; ensures that collection sites are opened/closed on time and kept 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; 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 Dunn County 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.