



LAKE COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Landfill Gatekeeper

DEPARTMENT: Lake County Landfill

CLASSIFICATION: Full-time

REPORTS TO: Supervisor of the Landfill

POSITION SUMMARY:

To greet customers and direct them to the area of the Landfill required for their waste. This position will be responsible for inspecting loads of waste and trash, and charging according to the size of the load, and provide back up for the recycling center as needed.

PRIMARY DUTIES AND ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Conducts on-site inspections of incoming wastes; screens incoming waste for proper disposal; coordinates with other staff for proper placement of waste as necessary.
- Measures loads, calculates yardages, and charges customers the proper fees per yard based on County approved fees.
- Received incoming calls and answers questions regarding landfill operations and recycling options.
- Provides the correct information about hazardous and electronic wastes and proper disposal.
- Planning, scheduling, and completion of daily water well and gas monitoring and inspections.
- Ability to perform basic office duties including: receipting cash from customers, and giving change when appropriate, making deposits with the Treasurer's office as required.
- Completes reports as required by Colorado Department of Health and Environment in an accurate and professional manner.
- Keeping gate and recycling center clear of snow and other waste matter for public and staff safety.
- Ability to operate and train other employees on light equipment including fork lifts, skid steers, and driving vehicles with trailers.

Other important duties and qualifications:

- Strong work ethic, and positive attitude toward fellow employees and constituents.
- Ability to follow both written and oral instructions.

- Ability to communicate concisely both orally and in writing.
- Critical and creative thinking skills.
- Ability to speak publically in a professional manner.
- Ability to address the public's concerns and convey them to the supervisor in a timely and professional manner.

Qualifications

- A clean driving record, and ability to load and unload trailers.
- Ability to establish and maintain effective working relationships and customer service protocol with other County employees, and the public.
- Ability to communicate effectively, verbally and in writing.
- Ability to meet physical requirements established by Public Works policy, including pre-employment and random drug screening for safety sensitive positions.
- High school diploma, GED or equivalent.
- Customer service skills.

Physical Requirements:

- Ability to conduct activities involving extensive sitting, substantial standing, daily reaching, occasional stepping onto short step-stools, daily kneeling/bending.
- Ability to read print, and electronic print, in English.
- Ability to work in various environments and positions for extended periods of time.
- Ability to distinguish small objects at near and far distances in conditions of bright and low light. Ability to distinguish depth and see objects in a wide field of vision.
- Ability to lift up to 75 pounds.

Work Conditions: Work is done in a combination of an office and administrative setting, and an outdoor environment with various weather and natural conditions.

Updated January 2018.