



JOB ANNOUNCEMENT LAKE COUNTY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

JOB TITLE: Recycling Center Attendant
DEPARTMENT: Landfill
SUPERVISOR TITLE: Public Works Director & Assistant Director
FLSA STATUS: Non-Exempt, salaried position - \$28,080/year

FUNCTION OR PURPOSE OF THIS POSITION:

This employee is responsible for the recycling center and to cover the Landfill gate. This position is a 40 hour a week full time job. Working hours are from 8:00am to 4:30pm, Friday thru Tuesday.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to the following:

Duties:

- Greet customers and direct them to the area of the Landfill required for their waste.
- Inspecting loads of waste and trash and screens 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.
- Receives incoming calls and answers questions regarding landfill operations and recycling options.
- Operate Recycling machines.
- Provides the correct information about hazardous and electronic wastes and proper disposal.
- Planning, scheduling and completion of gas monitoring and inspections.
- Working with a cash register and receipting cash from customers and, giving change when appropriate.
- Keeping gate and recycling center clear of snow and other waste matter for public and staff safety.
- Performs other duties as assigned.

Qualifications:

- Ability to read and comprehend regular instructions as well as safety rules.
- Must be able to speak to the public in a professional manner and maintain a courteous and helpful attitude.
- Ability to address the public's concerns and convey them to the supervisor in a timely and professional manner.
- Excellent communication skills both verbally and in writing.
- Cash handling experience
- Must perform work in a courteous and safe manner and maintain working relationships with co-workers, as well as be able to take initiative and work independently.

Additional Eligibility Requirements:

- Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job.
- Some equipment operation experience is preferable.
- Bilingual is a plus
- Must have a valid Driver's License and a clean driving record.
- A CDL Driver's License is a plus but, not required.
- Applicant must be capable of lifting up to 75 pounds.
- Must pass Pre-Employment Physical, Drug Test and Background Check.
- High School diploma, GED or equivalent.
- Strong work ethic and positive attitude towards fellow employees and constituents.

Work Conditions:

Ability to perform those physical activities necessary to complete the essential functions of the job. Requires regular exposure to inclement conditions and temperatures as job is primarily an outdoor setting for much of the time. Ability to conduct activities involving extensive sitting and substantial standing. Occasionally stepping onto a short step-stool and daily kneeling or bending. Requires regular communication with others (hearing and talking, both in person and over the telephone or radio). Regular pulling, lifting and holding 75 pounds. Frequent climbing, reaching, feeling, standing and all other physical actions needed to perform the essential functions of the job. Requires good general vision.

To Apply:

Interested applicants should send a resume and application to Human Resources at hr@co.lake.co.us or to Lake County Government, C/O HR Department, 505 Harrison Avenue, PO Box 964, Leadville, CO 80461. Applications can be found online at <http://www.lakecountyco.com/> or at the Leadville Workforce Center