

**JOB TITLE: Convenience Center Attendant**

**SW/4**

**DEPARTMENT: Solid Waste, Hart County**

**JOB SUMMARY: This position is responsible for monitoring the placement of wastes and recyclables in assigned containers.**

**MAJOR DUTIES:**

- o Instructs people as to whether they may place materials in assigned bins.
- o Ensures that waste to be placed in dumpsters is properly color-coded in county trash bags.
- o Ensures that furniture, appliances, and other large or unsafe materials are not put into recyclables or waste containers.
- o Sells county trash bags to public, issues receipts, and makes change.
- o Cleans the convenience center and premises.
- o Ensures that recyclables are placed in correct bins.
- o Maintains daily records of number of residents using convenience center.
- o Maintains convenience center landscaping.
- o Answers the telephone; provides information to the public regarding convenience center operating hours and guidelines.
- o Greets public and provides assistance as needed.
- o Operates trash compactor.
- o Searches trash left outside gate to help identify parties who may have left it.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of policies and procedures pertaining to the use of county convenience centers.
- o Knowledge of the proper separation and placement of waste and recyclables.

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- o Knowledge of basic mathematics.
- o Skill in operating such equipment and tools as a trash compactor, rake, broom, shovel, and hose.
- o Skill in operating such office equipment as a calculator and telephone.
- o Skill in dealing with the public.
- o Skill in communication.

**SUPERVISORY CONTROLS:** The Solid Waste Superintendent assigns work in terms of detailed and specific instructions. Completed work is spot-checked for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and departmental policies and procedures and supervisory instructions. These guidelines are clear and specific.

**COMPLEXITY:** The work consists of directly related convenience center monitoring duties.

**SCOPE AND EFFECT:** The purpose of this position is to monitor the placement of waste and recyclables at an assigned convenience center. Successful performance helps ensure the efficiency and effectiveness of the county solid waste disposal system.

**PERSONAL CONTACTS:** Contacts are typically with co-workers and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors, where the employee may be exposed to foul odors, insects, and inclement weather. The use of protective devices may be required.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform basic mathematical calculations.
- o No experience requirements.