

Site Attendant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs manual work monitoring activities at a waste and recycling site, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Operates a trash compactor and bales cardboard at a solid waste collection/recycling site.
- Places plastic, newspaper and metal cans in appropriate recycling bin; loads and unloads tire and furniture.
- Directs the public to the proper location for disposing of materials.
- Maintains the appearance of the collection site.
- Ensures safety rules and procedures are followed.
- Monitors loads for hazardous materials.
- Receives, receipts and accounts for various revenue; prepares daily deposit sheet.

Knowledge, Skills and Abilities

Some knowledge of various materials utilized in recycling and compacting operations; some knowledge of a variety of maintenance and manual tasks involved in operation of the waste and recycling site; general knowledge of the use of common landscaping equipment such as lawn mowers, weed eaters, etc.; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to read and write; ability to work independently; ability to perform heavy manual work; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/11/2010