

Part-time Recycle Center Gate Attendant

Reports to: Solid Waste Manager

Department: Sanitation

Position Control No.:

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the direction of the Solid Waste Manager and Sanitation Supervisors, checks in all vehicles bringing recyclables and other materials to Biosphere 1 Recycle Center. Works with recycle center attendants, laborers, truck drivers, and equipment operators to ensure the safe, clean operation of Biosphere 1.

ESSENTIAL FUNCTIONS:

1. Responsible for checking in and insuring customers utilizing Biosphere 1 Recycle Center are permitted to enter..
2. Exits attendant's building to inspect loads to insure improper materials are not brought into Recycle Center.
3. Responsible for putting up and taking down American flag at appropriate times and in a respectful manner.
4. Empty trash cans and responsible for making sure attendants building is keep clean and in a neat and uncluttered condition.
5. Maintain written records of vehicles entering recycle center.
6. Communicates effectively and courteously with the public and other city employees.
7. Uses good judgment to work in a safe manner.
8. Some exposure to chemicals, dust, fumes associated with operation of a municipal recycle center.
9. Works day, weekends and/or evening hours as assigned.

QUALIFICATIONS:

- 1, High School Diploma or GED
2. Reads, writes and understands written instructions.

PHYSICAL REQUIREMENTS:

1. Hears clearly when working around equipment.
2. Lifts and carries up to 25 pounds.
3. May be required to open and close gates which entails being able to push and pull up to 50 pounds.
4. Stoops, kneels, squats, stands, walks and sits for extended periods of time.
5. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date