

*Code: 4534*

*Title: LANDFILL ATTENDANT*

**SUMMARY:**

Controls entry of customers and materials to the municipal solid waste landfill and transfer station and makes contact with the customers in determining the acceptability of materials, calculating and collecting fees, and documenting the process.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Enters load information into a computer system, weighs customer load, calculate fees, charges and issues receipts;

Performs collection, reconciliation of monies, bookkeeping tasks and prepares cash intake for transfer;

Prepares the attendant booth for daily operations;

Performs cursory check on loads to ensure only acceptable refuse enters the landfill site and notifies landfill inspectors or landfill supervisor of loads containing questionable waste material;

Provides public information services by explaining recycling, fee charges, procedures, regulations and policies;

Ensures special waste or non-standard waste loads are accompanied by a completed manifest and direct customer to landfill inspectors or other appropriate staff;

Prepares incident reports and documentation.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- . operations and daily maintenance of an automated computer system;
- . bookkeeping practices and procedures;
- . the solid waste disposal ordinance and other applicable policies, rules and regulations.

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Skill in:

- . communicating effectively, both orally and in writing;
- . interacting with the public and providing customer service;
- . identifying potentially questionable loads or hazardous materials;
- . maintaining specialized files and other documentation in manual and automated systems;
- . performing arithmetic calculations.

**MINIMUM QUALIFICATIONS:** Six months experience interacting with the general public as customers.

**OTHER REQUIREMENTS:** A valid Class D Arizona driver's license is required at time of appointment.

**Physical/Sensory Requirements:** Some positions may require the ability to: Lift and carry up to twenty-five pound; work in extremes of heat, humidity, dust and cold; work in the presence of obnoxious odors.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.