

DROP-OFF CENTER OPERATOR – CLASS II

Department:	Drop-Off Center	Location:	Drop-Off Center
Grade:	Grade 4	Date:	5/2006

DEFINITION:

Skilled technical and manual work in the operation and maintenance of District Drop-off Centers.

DISTINGUISHING CHARACTERISTICS:

Operates all aspects of Drop-off Center collection of Municipal Solid Waste, recyclables and miscellaneous special waste according to procedure manual.

SUPERVISORY CHARACTERISTICS:

Works under the direct supervision of the Operations Manager.

EXAMPLES OF WORK PERFORMED:

Greets the public, answers inquiries, and provides general information about the District facilities and programs, and refers customers to appropriate sources of information.

Operates cash register, rings up transactions, issues receipts, prepares and deposits daily cash up.

Collects and packages fluorescent bulbs for proper disposal.

Opening and closing the recycling containers, including the posting of signs.

Ensuring minimum contamination in each of the recyclable compartments by physically removing improper materials.

Handles/lifts/rearranges recyclables and special wastes with pallet jack, wheel dollies, tilt carts, etc.

Spot checking customers for the proper payment of fees and compliance to mandatory recycling.

Identifying, documenting, and reporting any violations to the Operations Manager.

Maintain Drop-Off Center grounds and gatehouse in a presentable manner.

Has authority to reject loads that contain excessive levels of contamination or materials that don't meet the specifications.

Makes frequent contact with District staff and the general public requiring courtesy and tact.

Must adhere to District safety programs and policies.

Errors could result in monetary loss to the District; confusion and delay; and a decreased level of services.

Performs all other work as assigned.

ESSENTIAL DUTIES:

Ability to operate a cash register, make change for customer, and issue receipt.

Ability to augment new materials into daily operations.

Ability to prepare daily accounting information, including making daily banking deposits to appropriate bank.

Ability to accurately estimate the size of incoming loads and to accurately convert to a dollar figure.

Ability to assist the general public with the proper placement of recyclables.

Ability to educate customers on acceptable materials and preparation of the materials.

Ability to function under pressure and meet deadlines while maintaining a cheerful and helpful attitude.

WORKING CONDITIONS:

Somewhat undesirable working conditions with frequent exposure to unpleasant elements.

Duties require frequent moderate physical effort or walking or standing all of the time with occasional heavy physical effort.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively communicate with the general public and other District personnel.

Ability to work independently.

Ability to read, interpret and follow technical manuals for procedures and safety.

RECOMMENDED QUALIFICATIONS:

High School graduate or GED.

No previous experience necessary.

Disclaimer: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received this job description; understand the job for which I am assigned, and am capable of performing all of the essential functions of this job with or without reasonable accommodations.

Name: _____
Print

Signature: _____ Date: _____

