CONVENIENCE CENTER ATTENDANT

Job Class #: 3461
Pay Grade: 5
Category: Full-Time (with benefits) or Part-Time (no benefits)
FLSA Status: Non-Exempt
Reports To: Public Works Director

SUMMARY

The purpose of this job is to perform general/manual work associated with operation of the Fluvanna County Convenience Center. Duties and responsibilities include assisting the public with disposal of recyclable materials, directing separation of disposable/non-disposable materials, cleaning/maintaining compactor areas and recycle center facilities, operating compactors, monitoring content levels on containers, providing information and assistance, operating equipment, driving pickup truck to other areas of the Convenience Center and performing other tasks as assigned.

ESSENTIAL FUNCTIONS

- The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.
- Opens/closes convenience center on scheduled days, following established procedures; secures premises. Completes work at assigned work station determined by supervisor; Works hours as scheduled, and directs customers in the proper separation of disposable materials.
- Keeps all recycle sites clean of trash and debris on a daily basis.
- Assists the general public with disposal of recyclable materials at convenience center; provides information and guidance concerning proper separation of refuse and disposal procedures; ensuring that materials are not taken from convenience centers.
- Assesses materials brought into convenience centers Identifies nature of materials Determines whether materials are appropriate to be disposed of at convenience center; explains options for disposal of hazardous materials, toxic materials, or otherwise non-disposable materials.
- Directs customers with non-disposable materials elsewhere as appropriate.
- Provides status reports pertaining to convenience center operations to appropriate personnel Reports compactor gauge readings, damages, problems, or other matters to supervisor Contacts truck drivers for pickup of full bins.
- Reports unauthorized dumping, accidents, damages, fires, or other problems to supervisor or other officials as appropriate.
- Operates a compactor to compact waste; Monitors operations and condition of compactor to measure level of contents, prevent overflowing of materials, and identify potential mechanical problems.
• Operates/maintains fire extinguisher to extinguish small fires as needed Cleans/maintains areas around recycle bins and compactors Cleans/maintains convenience center building and related facilities Performs various manual tasks associated with convenience center operations and maintenance, which may include picking up debris/litter, sweeping/raking ground surfaces, cutting grass, applying salt to road surfaces, and lifting bins.
• Operates a variety of equipment, machinery and tools associated with department activities, which may include a pickup truck, backhoe, skid steer, compactor, weed eater, debris blower, fire extinguisher, shovel, rake, hose, broom, or vacuum cleaner Keeps inventory of supplies in stock, which may include, gasoline, diesel, hand tools, power tools and ensures that the productivity level of work remains more than adequate.
• Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, washing/cleaning equipment, or cleaning work areas Monitors equipment operations to maintain efficiency and safety; Reports faulty equipment; Directs traffic within convenience center as needed.
• Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals Prepares or completes various forms, reports, correspondence, logs, or other documents Reports daily on the level of container at the site.
• Collects money and issues receipts to customers for the money collected Keep record of money and make deposit with the Solid Waste Department weekly Receives various forms, reports, correspondence, hazardous materials identification guides, procedures, manuals, reference materials, or other documentation Reviews, completes, processes, forwards or retains as appropriate.
• Communicates with supervisor, employees, other departments, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
• Provides assistance to other employees or departments as needed.
• Performs other related duties as required or assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

• Training involving recycling collection and disposal, manual work, or general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
• Must possess and maintain a valid Virginia driver’s license.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

• Any combination of education and experience equivalent to completion of the eighth grade.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

• **Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Require the ability to interact with the public and fellow employees in a courteous and professional manner using verbal/nonverbal cues to include voice tone and mannerisms.
• **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
• **Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.
• **Mathematical Aptitude:** Requires the ability to perform simple arithmetic calculations; ability to handle public funds and maintain adequate records.

• **Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

• **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

• **Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

• **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

• **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Fluvanna County, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this position description.

Employee’s Signature/Date

__________________________________

Human Resources/Date

__________________________________

**POST OFFER REQUIREMENTS**

• Criminal background check.

<table>
<thead>
<tr>
<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2021</td>
<td>2/2021</td>
<td>1/2021</td>
<td>2/2021</td>
</tr>
</tbody>
</table>