

# Owyhee County

## Class Specification

### Transfer Station Attendant

Pay Grade: 2

FLSA Designation: Non-Exempt/Covered

Effective Date: 10/01

Revised: 05/15/07

#### Class Primary Summary

The primary function of an employee in this class is to open the transfer station to the public, check for hazardous materials in each incoming load, and sort the loads into the appropriate bins. The work is performed under the direct supervision of the County Commission with considerable latitude granted for the exercise of individual judgment and initiative, within established guidelines. The principal duties of this class are performed in an outdoor environment and include working in adverse weather conditions and dangers involving the use of heavy equipment and hazardous materials.

#### Essential Duties and Responsibilities (Illustrative Only)

- Ensures that the transfer station is open and operational;
- Ensures equipment is fully operational;
- Monitors incoming loads for hazardous and flammable materials according to landfill regulations;
- Assists customers with resolution of complaints, misunderstandings and problems referring to landfill rules and regulations;
- Monitors user activities for compliance to rules and regulations of the landfill;
- Separates metal, cardboard, and other designated recyclable material to appropriate bins;
- Checks and cleans bins;
- Ensures bins are filled for transport and calls for removal;
- Separates appliances for recycling;
- Maintains logs, reports, and related records and documentation;
- Performs all work duties and activities in accordance with County and Department policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### Competency Requirements

Knowledge of:

- County transfer stations operations, regulations, and procedures;
- Customer service practices, procedures, and objectives;
- Basic math techniques;
- Federal (OSHA) and state regulations and County policies regarding safe work

- practices relating to use of hand and power tools and transfer station operations;
- Emergency procedures and practices related to transfer station environment.

Ability to:

- Follow written and oral instructions;
- Operate hand and power tools safely;
- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Lift and carry heavy objects;
- Correct unsafe conditions;
- Identify hazardous material and dispose of properly;
- Operate a motor vehicle;
- Perform basic maintenance and repair on heavy equipment;
- Communicate effectively with the public and other employees including in sensitive situations.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license with Class A CDL endorsement required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication abilities, with or without reasonable accommodation, which permits the employee to communicate with the public, discern verbal instructions, and discern alarm and warning systems, including backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, supervise the safety of co-workers and the public, identify hazardous materials and wastes, separate recyclable material into bins;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, operate a variety of power and hand tools, and to make adjustments to equipment;
- Sufficient personal mobility, stamina, flexibility, agility, and balance to lift/move up to 75 pound; perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, frequently in extreme temperatures and conditions including wind, rain, and snow; and work in a transfer station environment.