

POSITION CLASSIFICATION DESCRIPTION

LANDFILL SCALE ATTENDANT (PART TIME SCALE OPERATOR)

GENERAL SUMMARY

Under direct supervision of Office Manager, provides clerical and reception services for landfill operations including both manual and computer ticketing functions.

ESSENTIAL FUNCTIONS

- Operates the landfill scale, computer, cash register and related office equipment;
- Directs landfill customers to appropriate dumping areas;
- Notifies equipment operators of suspicious loads;
- Answer telephone and directs incoming calls;
- Perform basic janitorial duties in the main office area;

ENVIRONMENTAL AND PHYSICAL FACTORS

- May be exposed to varying weather conditions, and potential exposure to hazardous and/or toxic waste, especially odors and dust;
- Work conditions are typically in an office setting and include sitting (up to 4 or more hours per day), standing, walking, bending, and some physical work, exerting up to 40 pounds of force for some lifting, carrying, pushing, pulling or otherwise moving objects.

MINIMUM QUALIFICATION REQUIREMENTS

- Ability to operate computer software to perform essential functions (Word, Excel, Access database are software programs used).
- Possess a valid driver's license.

MANDATORY PROGRAM PARTICIPATION

- This position requires participation in the county drug and alcohol testing program

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

Received by: _____

Date: _____

Print Name: _____