

Jurisdictional Class: Competitive
Adopted: October 9, 2002
Revised: July 30, 2010

SENIOR STATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the checking/weighing of all vehicles as they arrive at the County Landfill to ensure adherence to regulations for the disposal of solid waste in accordance with New York State and local ordinances. The position also involves routine work in the separation of recyclable materials from trash and waste material at a public transfer and recycling site. The attendant collects fees, issues stickers, and assists the users of this service in depositing waste material and trash into designated containers or drop-off areas at the County Landfill. The attendant may also assist equipment operators in transferring compacted materials out of the transfer/convenience station site. The work is performed under general supervision of the Landfill Operations Manager or the Landfill General Manager with some leeway permitted for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Opens the collection station and/or scale house to receive materials;
Assists and oversees the usage of both the convenience/transfer station as well as scale house facilities;
Aids users in proper preparation and separation of recyclable materials;
Operates and maintains convenience/transfer station and scale house machinery such as bottle crusher, hydraulic trash compaction unit/pump, and scale house computers and traffic lights;
May operate and maintain, if so directed, solid waste station and scale house equipment such as small loaders, compactors, skid steer buckets, forklifts, pick-up trucks, etc;
Assists in loading and/or unloading trucks and containers;
Bags newspapers, flattens cardboard, crushes glass, aluminum, and plastic containers;
Sweeps floors and pavement and picks up in and around convenience/transfer station and landfill scale house;
Mows and string trims grass, shovels and moves snow, scrapes and removes ice;
Maintains both simple hand entry and computer scales data for the purpose of compiling reports;
Collects fees and issues stickers to facility users at both the convenience/transfer station as well as the landfill scale house;
Secures or assists in securing the facility at the close of the day;
Assists in inspecting and measuring incoming loads at the landfill scale house to compute waste volumes;
Assists in weighing incoming and outgoing vehicular traffic;
Assists in notifying the Landfill Operations Manager or General Manager of any problems or violations of landfill rules and regulations;
Assists and works in the MRF recycling co-mingled sorting line;
Performs other labor tasks or assignments as directed.

Senior Station Attendant

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices, methods, and equipment employed in the operation of convenience/transfer station compactors;

Ability to understand and follow oral and written instructions;

Ability to keep and compile both hand written as well as computer entered records and data;

Ability to be courteous with the public;

Ability to perform somewhat involved mathematical functions; dependability;

Demonstrated ability to calculate and receive appropriate fees for both sticker sales as well as landfill disposal fees;

Willingness to work under adverse weather conditions;

Availability to work weekends and some holidays.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of general experience in recycling or landfill operations; or

(b) Four (4) years of general experience in recycling or landfill operations, general construction, or light automotive operations.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Driver's license at time of application. Possession of license at time of appointment.