

SNOHOMISH COUNTY JOB DESCRIPTION

SITE ATTENDANT I

Spec No. 6171

BASIC FUNCTION

Performs a variety of skilled and unskilled tasks in support of solid waste operations. To determine and collect fees for the disposal of solid waste and recyclables, and operate light equipment needed to operate and maintain disposal and recycling areas at various Snohomish County Solid Waste transfer and disposal facilities. The Site Attendant I position is a training position, working toward mandatory certification as a Site Attendant II or Site Attendant III.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Obtains and records electronically or manually, weights and/or volumes for all material delivered to transfer stations, drop box sites and recycling areas.
2. Determines cubic measurement of each load or accepts posted capacity on regular refuse collection vehicles.
3. Collects fees from customers based on established charges and records cash received as required.
4. Provides information and assistance to customers in a professional, courteous and tactful manner regarding disposal and recycling procedures, fees, rules, policies and options.
5. Directs incoming and departing vehicles to and from disposal and recycling areas.
6. Operates light equipment such as backhoe and forklift.
7. Inspects, operates, and performs basic maintenance and service such as checking oil and lubricating equipment including backhoe and forklift.
8. Loads recyclables into drop boxes and other containers.
9. May transport recyclable material from tipping floor area to recycle area with use of forklift for placement into proper recycle container, and segregate and load recyclables into containers and recycle compactor.
10. Cleans and sweeps as necessary to maintain a clean work environment including local road litter.
11. Posts charge to ledgers; balances and reconciles daily collections; secures daily funds in night depository or on-site safe; manages and is responsible for accurate and sufficient operating change fund to be obtained from on-site safe.
12. Identifies hazardous wastes and segregates as necessary for pick up, and contacts various vendors and MRW for various automotive and other waste/recyclables pickup and service of containers.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Troubleshoots, or obtains support to help troubleshoot, scale automation, scales, on-site safe and other electronic/automated Site Attendant related communication and operating systems.
14. Advises and enforces site safety rules and regulations; may assist customers in unloading vehicles as necessary.
15. Opens and locks gates at appointed times.

STATEMENT OF OTHER JOB DUTIES

16. Prepares reports as required.
17. Performs site maintenance as required.
18. Performs other duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED or any equivalent combination of training and or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Possession of or ability to obtain a valid First Aid/CPR card within six (6) months of employment is required.

A job offer will be conditioned on satisfactory results of a driver's license abstract.

Satisfactorily complete certification on the following pieces of equipment/systems within six (6) months:

- backhoe
- forklift
- scale automation system
- timekeeping system

Satisfactorily complete eight (8) hour Hazard Waste training with certification.

A job offer will be conditioned on satisfactory results of a post-offer drug screen test; and a Physical Capacities Evaluation performed by a qualified healthcare professional selected by Snohomish County.

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SPECIAL REQUIREMENTS (Continued)

A job offer will be conditioned on satisfactory results of criminal background check.

KNOWLEDGE AND ABILITIES

Knowledge of:

- personal computers
- maintenance of assigned equipment in a safe operating condition
- the potential hazards associated with the work
- basic mathematics

Ability to:

- deal courteously and tactfully with the general public
- provide excellent customer service to internal and external customers
- perform mathematical calculations
- remain composed and professional in stressful situations
- remain on your feet, in a standing position for an extended period of time
- establish and maintain effective work relationships with co-workers and superiors
- accurately input alpha and numeric data from customer transactions
- perform computerized cashiering functions with speed and accuracy
- understand and execute complex oral and written instructions
- maintain accurate records and prepare reports
- operates & maintains backhoe and forklift
- operate office equipment such as computerized and manual cash registers, faxes, computers, safes and printers
- perform manual labor tasks including occasional strenuous physical exertion such as lifting objects weighing up to 50 pounds, pushing and pulling, and tarping and un-tarping
- read, understand and enforce site and safety rules and regulations
- learn First Aid/CPR methods and procedures
- sweep and shovel waste
- prepare accurate bank deposits
- work with minimum supervision
- work alone

SUPERVISION

Employees report to a Solid Waste Operations Supervisor. The work is performed within well-established practices and standardized procedures. Some judgment is exercised in determining proper charges and enforcement of waste/recyclable acceptance rules.

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WORKING CONDITIONS

Work is performed outside and inside a building at a disposal site. Indoor work involves confinement at a workstation without freedom to move around throughout the day. Employee must be able to work alone at an isolated location or in recycling areas of transfer stations and be responsible for the entire site including opening and closing the gates and containers, and may be asked to change work locations with little to no prior notice. The work involves rotating shift assignments and requires working evenings, weekends, holidays and overtime as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre 1980 Spec No. 741802

Revised: June 1989, October 1996, March 1997, November 1997, October 2000,
January 2002, April 2002, July 2002, February 2003, June 2006; April 2007; April 2013,
December 2016, September 2017

EEO Category: 6 - Administrative Support

Pay Grade: 928 - Public Works Pay Plan

Workers Comp: 1501 Hazardous