

SNOHOMISH COUNTY JOB DESCRIPTION

SITE ATTENDANT II

Spec No. 6172

BASIC FUNCTION

To determine and collect fees for the disposal of solid waste and recyclables at various Snohomish County Solid Waste transfer and disposal facilities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Obtains and records electronically or manually, weights and/or volumes for all materials delivered to transfer and disposal sites.
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. Performs basic site maintenance such as sweeping, cleaning and picking up litter to maintain a clean work environment.
5. Posts charge to ledgers; balances and reconciles daily collections; transports, deposits, and 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 bank or on-site safe.
6. Provides information and assistance to customers in a professional, courteous and tactful manner regarding disposal and recycling procedures, fees, rules, policies and options.
7. Troubleshoots, or obtains support to help troubleshoot, scale automation, scales, on-site safe and other electronic/automated Site Attendant related communication and operating systems.
8. Advises and enforces site safety rules and regulations.
9. Provides on the job training to Site Attendant 1's.
10. Opens and locks gates at appointed times.

STATEMENT OF OTHER JOB DUTIES

11. Prepares reports as required.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Successful completion of one (1) year training as a Site Attendant I. Must pass job related tests.

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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.

PROMOTIONAL REQUIREMENTS

Site Attendant I employees may be promoted to the Site Attendant II position if they meet the following requirements:

Twelve (12) months of satisfactory service as a Site Attendant I;

Minimum of thirty (30) working days of satisfactory service at drop box locations as a Site Attendant I;

Satisfactory completion of eight (8) hours hazardous waste training with certification;

Certification (consisting of a field test conducted by a supervisor) on the operation and understanding of:

- Scale automation system
- Knowledge of the Solid Waste recycling and disposal policies, procedures
- Cubic yard manual measurement and charging.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics such as percentages, cubic yard conversions, lbs to tons conversions and fractions.

Ability to:

- perform mathematical calculations;
- remain composed and professional in stressful situations;
- establish and maintain effective work relationships with co-workers and superiors;
- remain on your feet, in a standing position, for an extended period of time;
- accurately input alpha and numeric data from customer transactions;
- deal courteously and tactfully with the general public;
- perform computerized cashiering functions with speed and accuracy;
- understand and execute complex oral and written instructions;
- maintain accurate records and prepare reports;
- operate office equipment such as computerized and manual cash registers, faxes, computers, safes and printers;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- perform manual labor tasks including occasional strenuous physical exertion such as lifting objects weighing 20-50 pounds, and pushing and pulling;
- read, understand and enforce safety rules and regulations;
- learn First Aid/CPR methods and procedures;
- sweep and clean facility;
- prepare accurate bank deposits;
- work with minimum supervision;
- work alone.

SUPERVISION

Employees report to the 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.

WORKING CONDITIONS

Work is performed mostly inside a building at a disposal site. Employee must operate a motor vehicle to transport daily cash funds. Indoor work involves confinement at a workstation without freedom to move around throughout the day. Employee may work alone at an isolated location, 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

Previous Spec No. 741804

Revised: June 1989, October 1996, March 1997, October 2000, June 2001,
May 2002, February 2003

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 929 – Public Works Pay Plan

Workers Comp: 1501 Hazardous