



Solid Waste Site Attendant

Class Code:
4331

Bargaining Unit: Tradecraft

COUNTY OF SISKIYOU
Established Date: Jun 1, 1998
Revision Date: Apr 21, 2023

SALARY RANGE

\$17.58 - \$22.46 Hourly
\$1,406.40 - \$1,796.80 Biweekly
\$3,047.20 - \$3,893.07 Monthly
\$36,566.40 - \$46,716.80 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule. [County website](#)

General Statement of Duties:

Under supervision, to oversee and monitor activities at an assigned Solid Waste transfer station; to compute charges and collect fees for refuse dumping; to check loads in order to determine charges; to receipt and collect fees; to maintain accurate records on fees collected and amount of refuse dumped; and to do related work as required.

Distinguishing Characteristics:

This is an entry job classification. Positions in this class have responsibility for monitoring refuse dumping at an assigned Solid Waste transfer station, compute charges, and collect disposal fees.

Reports to:

Deputy Director of General Services or Director of General Services

Classifications Supervised:

None

EXAMPLES OF DUTIES:

Essential Functions:

- Monitors refuse dumping and activities at an assigned Solid Waste transfer station, including operation of scale to weigh materials.
- Inspects trucks and other vehicles hauling refuse to determine type, weight or volume of solid waste material.
- Measures the size of truckloads or trailer loads of refuse to be disposed.
- Computes the total volume and calculates fees or determines fees from fee table.
- Operates cash register, records cubic yardage of refuse, collects fees and issues cash register receipts.
- Identifies restricted hazardous materials and refers haulers to appropriate agencies or sites.
- Maintains records of cubic yardage dumped by commercial collection companies and other charge account customers.
- Directs truck and vehicle operators to proper refuse unloading areas.
- Totals receipts at the end of the day
- Prepares and submits daily receipts to the Department of General Services office.
- Maintains daily and monthly records and receipts of cubic yardage dumped.
- Assists the public with questions concerning disposal site operations.
- Directs the public in separating recyclable materials.
- Inspects refuse to prevent fire and other safety hazards.

Ability to:

- Monitor activities and ensure proper use of an assigned County Solid Waste Transfer Station.
- Maintain accuracy in estimating loads and charging fees.
- Make arithmetic calculations.
- Receive money and make change.
- Understand and follow oral and written directions.
- Prepare basic records.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with public when providing information.
- Operate and correctly read scale used to weigh large vehicles.
- Operate various equipment consistent with transfer station operations.

Knowledge of:

- Basic record keeping practices.
- Safe work practices and procedures.
- Basic cashiering procedures.
- Basic arithmetic.
- Large vehicle scale operation.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

- Some previous work experience handling cash transactions or record keeping duties.

- Work experience that involved extensive public contact.
- Experience with operation of off-road heavy equipment is highly desirable.

Special Requirements:

- Possession of, and ability to maintain a valid and current drivers license.

NOTE: Applicants will be required to submit to a pre-employment/pre-duty drug test and must pass a background check.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements:

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 100 lbs. with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; use of standard office equipment.

Typical Working Conditions:

Work is performed outside in varying temperatures, weather, and humidity conditions; work is performed in an environment with noise; exposure to gasses, fumes, dust, grease and oils; exposure to moving equipment; constant contact with staff and the public.

SPECIAL REQUIREMENTS:

Special Requirements:

Possession of an appropriate, valid, and current California Drivers License.