

Landfill of North Iowa Job Description

Job Title: Scale Attendant Assistant
Reports To: Landfill Director

GENERAL SUMMARY

Assists and fills-in for Scale Attendant, directs, communicates, and assists LNI customers, provides administrative functions such as scale computer inputs, collecting fees, compiling reports, and answering phones. Conducts material screening, identifies special wastes/banned wastes and understands and enforces rules and policies. Alternate with Scale Attendant to cover every other Saturday morning hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- greets and directs landfill customers to the appropriate areas, answers questions concerning fees, hazardous waste, recycling/diversion programs, and other related matters, or refers customers to supervisor if necessary
- operates computerized scale weighing materials and makes appropriate documentation
- identifies waste types, verifies tickets
- collects fees, issues receipts using a computer scale program, cash register, card machine
- reconciles cash and receipts daily
- prepares reports and maintains necessary records
- answer the telephone and give landfill information to the public
- adheres to all established safety rules
- enforce LNI policies and procedures
- notifies management of reoccurring issues
- performs all other duties as assigned by management
- may serve on various employee committees, as assigned
- performs general housekeeping duties to maintain cleanliness and organization of the office area
- establishes and maintains professional repour with the public and staff

QUALIFICATIONS

- **Education:** high school diploma or equivalent required
- **Experience:** a combination of training and experience sufficient to meet the required knowledge, skills, and abilities

REQUIRED SKILLS AND KNOWLEDGE

- must possess excellent customer service skills
- ability to learn and follow operating procedures
- ability to use office equipment, cash register, card machine, and basic computer programs
- ability to effectively communicate with the public and explain landfill regulations
- ability to handle stressful situations
- ability to perform cashier duties accurately and keep simple records
- ability to read and write the English language and understand and follow oral and written instructions
- knowledge of operating techniques, procedures, and safety practices for equipment used
- knowledge of standard practices, methods, and materials used in Integrated Solid Waste Management
- knowledge of safety rules and accident prevention practices
- Red Cross CPR and safety training certification preferred

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job's duties, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel, stoop, kneel, crouch, crawl, and reach with hands and arms. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions.

The environment will commonly be an office setting with few hazards. This position may encounter hazards when entering or walking on and around the landfill facility. The noise level in the work environment is usually moderate.

The above statements describe the general nature and level of work to be performed. The above is not an exhaustive list of all responsibilities, duties, and skills required of employees.

Pre-employment Testing: Drug screening, physical qualifications, vaccinations, Driver License background check.

FLSA Status: Exempt (Permanent Part-time)

Weekly Hours: 30-35