

BANNOCK COUNTY

CLASS SPECIFICATION

LANDFILL OPERATIONS CLERK

Department: Road & Bridge - Solid Waste
FLSA Designation: Non-exempt

Pay Grade: 3
Effective Date: 4/05, 8/09

Purpose of Class

Provides customer service, monitors and records load weights and collects fees at the scale house at the County landfill; performs related work as required.

Primary Function

The primary function of an employee in this class is to provide customer service to the public, monitor and record loads dumped, and perform cash management duties. The position is under the direct supervision of the Solid Waste Manager and Landfill Supervisor. The principal duties of the position are performed in a scale house, general office and in an outdoor environment with exposure to landfill hazards and odors.

Essential Duties and Responsibilities (will vary by assignment)

- Greets the public, answers incoming phone calls, assisting and/or providing referrals to other staff as needed;
- Inquires about load origination and contents according to landfill regulations;
- Contacts appropriate personnel for special handling of hazardous loads;
- Weighs and records load contents prior to dumping and following dumping to determine weight;
- Manages cash and charges, including balancing at the end of the shift;
- Monitors customer activities for compliance to rules and regulations of the landfill;
- Refers customers to supervisory personnel when necessary;
- Performs snow removal and salt application as necessary;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

Other Duties and Responsibilities

- Prepares educational materials;
- Performs scale house cleaning;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Cash balancing techniques and procedures;
- County landfill rules, regulations, and procedures;
- Operation of a personal computer and job-related software;

- Customer service practices, procedures, and objectives;
- Basic math techniques.

Ability to:

- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Work around offensive odors and noise;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Perform duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Work 10-hour shifts on a rotating schedule, including Saturdays;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Use basic math skills to count, add, subtract, multiply, etc.;
- Communicate effectively with the public, including in sensitive situations.

Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with the public in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, recognize hazardous materials and recognize monetary denominations and make correct change;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle cash and operate a computer;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, and work in a scale house environment that may be affected by outdoor weather conditions and landfill hazards and odors.