

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **TRANSFER STATION CLERK**

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

Pay Grade: 2  
Effective Date: 03/09, 8/09

### **Purpose of Class**

Provides customer service, monitors load size and collects fees at the transfer station; 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 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 an 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
- Inquires about load origination and contents according to landfill regulations;
- Inspects loads for hazardous materials and separates hazards according to landfill rules and regulations;
- Checks metal cylinders for explosive gases and soil loads for contaminants as required by landfill rules and regulations;
- Records load contents prior to dumping to determine fee;
- Provides general clean-up for landfill
- Manages cash and charges, including balancing at the end of the shift;
- Monitors customer activities for compliance to rules and regulations of the landfill;
- Performs snow removal and salt application as necessary;
- Assists customers with resolutions of complaints, misunderstandings and problems referring to landfill rules and regulations;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs office cleaning;
- Performs other related duties as required.

## **Competency Requirements**

Knowledge of:

- Cash balancing techniques and procedures;
- County landfill rules, regulations, and procedures;
- Customer service practices, procedures, and objectives;
- Basic math techniques;
- Basic facilities maintenance;
- Safety practices and procedures related to landfill operations.

Ability to:

- Work around offensive odors and noise;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Work Wednesdays and Saturdays 8:45 – 5:15;
- Follow written and oral instructions;
- Work independently and use good judgment;
- Remain calm during stressful situations
- Pick up litter in landfill area and report illegal dumping activities observed
- Use basic math skills to count, add, subtract, multiply, etc.;
- Communicate effectively with the public, including 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 driver's 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;