



VALLEY COUNTY JOB DESCRIPTION

Transfer Station Gatekeeper

Department: Solid Waste

Reports to: Treasurer

Pay Grade: 6

Date Established: 1/2017

Date Revised: January 2018

FLSA Status: Non-Exempt

SUMMARY

The Transfer Station Gatekeeper directs customers to dump sites, collects fees, inspects loads for hazardous materials, removes foreign objects, and assists customers removing waste materials from their loads. Work is performed independently with limited supervision within Valley County policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs customers to appropriate dump sites and collects appropriate fees;
- Inspects loads for hazardous materials and separates hazards according to landfill rules and regulations;
- Separates solid waste items according to landfill rules and regulations;
- Assists the public in removing materials from their loads;
- Provides customer service;
- Deposits checks and reconciles with receipts;
- Submits daily transaction receipts to the Auditor's office;
- Performs custodial and general grounds maintenance for location;
- Works with supervisor on departmental budget;
- Maintains communication with offsite supervisor;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

- High school diploma or equivalent and 2 years of customer service and/or administrative experience;
- Knowledgeable in bookkeeping practices and procedures;
- Strong customer service skills;
- General understanding of hazardous waste disposal and related safety practices;
- Knowledge of Federal regulations and County policies relating to landfill and solid waste transfer station workplace safety;
- Must be self-motivated with little onsite supervision;
- Intermediate computer skills and the ability to operate modern office equipment;
- Ability to instruct the public in safe dumping methods according to landfill rules and regulations;
- Strong oral and written communication skills in the English language;
- Ability to listen for understanding;
- Ability to follow verbal and written instructions;
- Ability to work independently and exercise initiative;

- Ability to use good judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies.
- Ability to maintain a professional demeanor at all times;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Skilled at demonstrating integrity and ingenuity in the performance of duties;
- Must be able to perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials , or manipulate tools used in performing the job, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate but there is occasional work outside that includes inclement weather conditions.