

CONVENIENCE CENTER ATTENDANT

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate semi-skilled work supporting the County's transfer station and landfill operation, maintaining transfer station and landfill sites, and assisting customers with questions; does related work as required. Work is performed under regular supervision of the Solid Waste General Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Checking vehicles entering the transfer stations and landfill, verifying origin of trash, maintaining the sites, assisting customers, and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Checks vehicles entering the landfill area, directs them to appropriate dumping area.
- Performs routine inspections and minor maintenance on equipment.
- Cleans and maintains site.
- Monitors, receives and directs the placement of all incoming materials.
- Responds to inquiries from the public and other county employees; provides assistance on county policies, activities, and procedures.
- Answers phone and directs callers as appropriate.
- Records time and attendance on time cards and submits as appropriate.
- Performs related tasks as required.
- Greets County residents entering the site.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a convenience center; thorough knowledge of necessary safety precautions; customer service skills; ability to operate light to heavy equipment, such as compactor; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

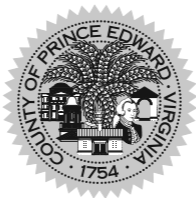
PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibrations, hazards, oils, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



PART-TIME CONVENIENCE CENTER WORKER

The County of Prince Edward is now accepting applications for Part-Time Convenience Center Workers. This position performs intermediate semi-skilled work supporting the County's solid waste operations, maintains site, and assists customers with household waste; answers questions; and does related work as required. Work is performed independently, with oversight from the Solid Waste General Manager. A successful applicant must possess excellent customer service and oral communication skills, and the ability to do some heavy lifting (up to 100 pounds). Hours may vary; up to 29 hours per week. High school diploma or equivalent is required. Hourly rate is \$11 per hour with no benefits. For employment application, including job description, contact the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, P.O. Box 382, Farmville, VA, 23901, TEL: 434-392-8837, or applications may be obtained online at www.co.prince-edward.va.us. Open until filled. First review of applications May 2, 2022.

EEO