

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE:** REFUSE SITE ATTENDANT  
**DEPARTMENT:** SOLID WASTE  
**REPORTS TO:** SOLID WASTE DIRECTOR

**CLASS CODE:** 36086  
**FLSA STATUS:** N  
**DATE:** 10/99

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under general supervision, opens and closes the refuse/recycling sites for operation; prevents disposal of hazardous materials, educates the public regarding policies and practices, calculates and compiles refuse data and collects fees for usage. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Inspects customer loads for acceptability, measures load, computes and collects fees, and directs customers to appropriate disposal area.

Monitors and oversees sorting and dumping of refuse.

Records information regarding fees charged, amount of refuse dumped, type of refuse, and volumes diverted from land fill.

Provides training of essential functions to new employees.

Prepares daily reports regarding daily operations and deposits cash receipts along with report.

Conducts safety inspections of site and recommends mitigation methods in report.

Assists customers with disposal of refuse and recyclable materials.

Performs general maintenance and clean up duties at disposal site.

Opens and closes site and dump areas at designated times.

Attends safety training as required.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Shovel, Rake and Broom	Chainsaw	Weedeater	Vehicle
Miscellaneous Hand Tools	Soil Compactors	Calculator	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Three to six months related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

## **Licenses and Certifications:**

Valid State Driver's License

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Principles and practices of basic math and accounting.

Refuse site operations and equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Recordkeeping, report preparation, filing methods and records management techniques.

### **Skill in:**

Communicating clearly and effectively with the general public.

Using tact, discretion, initiative and independent judgment within established guidelines.

### **Mental and Physical Abilities:**

Ability to identify and deal with hazardous materials and prevention of material from being allowed at the site.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to establish and maintain effective working relationships with a variety of individuals.

While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, toxic or caustic chemicals, and fumes or airborne particles.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.