



LANDFILL ATTENDANT - PT

Non-Exempt

JOB SUMMARY

Under limited supervision performs entry level clerical and maintenance work of routine difficulty. Perform related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Greet customers, vendors, and visitors
- Measure and calculate the size of refuse loads
- Determine content of refuse
- Determine, explain, and collect disposal fees
- Ensures accurate documentation and recordkeeping
- Reconcile daily cash receipts and records
- Perform general clean up and maintenance work such as litter and weed control
- Perform other related duties as required

QUALIFICATIONS

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard clerical practices
- Skill in handling money, but not required
- Willingness to train personnel on equipment- loader and compactor, but not required
- Maintenance and equipment operation experience desirable, but not required
- Ability to perform duties with accuracy
- Ability to establish & maintain effective working relationships with co-workers & the public
- Bilingual capability helpful, but not required

SPECIAL QUALIFICATIONS

- Valid Arizona Driver's License