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**Job Description**

**Yard Waste Drop-Off Site Attendant**

**Part-Time**

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| **Status:** Non –Exempt | **Department:** Public Works |
| **Supervision Received:** Under the direction of Public Works Director, Team Leader | **Positions Directly Supervised:** None |

**Basic Function**: This position is responsible for ensuring that all dumping at the site is done within the rules and regulations of the township, including enforcing proper hours of operation, and verifying residency and inspecting loads to verify that they are acceptable. Keeping the site clean as well. This position is a part time position.

**Essential Duties and Responsibilities:**

1. Greet and assist customers in a helpful and appropriate manner.
2. Verifies township residency by checking drivers licenses, inspects disposal items in vehicles entering the site; directs customers as needed.
3. Responsible for opening and closing the entry/exit gate on time, as scheduled.
4. Refers concerns to Public Works Administration for resolution; keep administration informed of activities and/or concerns.
5. Clean up litter in yard site, as needed; keep shed clean and orderly.
6. Direct traffic flow, assist vehicles in backing up to drop off, as needed.
7. Performs other related duties as assigned.

**Education/Experience**:

High School Graduate or equivalent.

* Customer Service: 1- 2 years of experience, preferred, with good Communication Skills

**Competencies:**

* Accountability/Dependability
* **Communication: oral**
* Customer Focus – commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
* Initiative
* Collaborative skills
* Ability to work Independently

**Physical Requirements/Working Conditions:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms.

This position will require mobility (sitting, standing, walking, bending, etc.) up to seven (7) hours a day in the setting. The employee must be able to lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**Work Environment:** Regularly works in various, outdoor, weather conditions.

The employee is occasionally exposed to extreme cold and extreme heat. Frequently works near moving vehicular parts and is exposed to wet, cold, and/or humid conditions, fumes, or airborne particles.

**Position Type and Expected Hours of Work:**This is a part-time position. No more than 29 hours per week, less than 1,500 hours per year. Must be able to work weekends. Schedules/hours vary. Monday through Sunday.

**Other Duties:**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.