

Orangeburg County

Title: Convenience Site Attendant

Class Code: C026

FT

PT

Exempt

Non-Exempt



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**ORANGEBURG
COUNTY**

We are here to serve you!

General Description

The purpose of this job is to perform a wide range of custodial tasks of routine difficulty involving the disposal of solid waste materials, to provide professional customer service to staff and patrons.

This class works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Provides information to the public about separating recyclables, garbage, yard waste, metals, and instructing them on proper placement of such materials.
- Compacts MSW continuously.
- Maintains cleanliness of collection site inside and outside.
- Maintains logs as required and files log sheets.
- Removes improperly placed garbage as needed.
- Checks containers routinely for improperly placed garbage.
- Directs traffic at busy sites.
- Provides professional and courteous customer service at all times to in-house staff and general public other either by telephone, electronically, or face to face.
- Inspects bins to be sure that they are properly secured.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

Entry level education for this position does not require completion of high school. No prior work experience required.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
 - bright/dim light; dusts and pollen.
 - extreme heat and/or cold; wet or humid conditions.

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- extreme noise levels; animals/wildlife.
- vibration; fumes and/or noxious odors.
- traffic; moving machinery.
- electrical shock; heights.
- radiation; disease/pathogens.
- toxic/caustic chemicals; explosives; violence.

Special Certifications and Licenses:

- Compactor operation certification

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Convenience Site Attendant, I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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