POSITION DESCRIPTION



Convenience Station Attendant

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

CONVENIENCE STATION ATTENDANT

General Description of Responsibilities:

Under the direction of the Solid Waste Manager and occasional supervision of the Solid Waste Supervisor, oversee operations of County solid waste convenience stations by providing assistance and security for the County solid waste disposal and recycling collection stations and sites. Work is performed under a prescribed routine with modest latitude for the exercise of independent judgment and action. Work is performed both indoors and outdoors and may involve moderate physical effort.

Examples of Work:

- 1. Open and close County solid waste convenience station according to established scheduled.
- 2. Monitor operation and access of facility to approved users, charging and collecting for services when appropriate and providing receipts for all funds received.
- 3. Monitor collection of solid waste and recyclables, accepting only appropriate items and screening for hazardous materials.
- 4. Compact solid waste and assist with transfer of waste and recyclables.
- 5. Track condition and repair of equipment.
- 6. Keep facility and grounds neat and clean.
- 7. Where requested or as a courtesy, assist approved users in the proper disposal of waste and recyclables, subject to departmental rules.
- 8. Perform other duties as required.

Employees Directly Supervised:

N/A

Qualifications:

Education and Experience:

Education and experience equivalent to some high school education preferred.

Knowledge, Skills, and Abilities:

Must be capable of performing work requiring moderate physical effort. Ability to communicate with the public. Ability to follow exactly oral and written instructions. Ability to learn and operate relevant solid waste collection and handling equipment.

Position Description First Approved and Adopted: 1996

Latest Revision:

Position Class: Assistant/Operator/Technician Status: Permanent/full-time

FLSA Status Non-exempt Initial Starting Salary Range:

\$12,000 - \$13,500