WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Convenience Station Attendant **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** July 1, 2011

Title: Convenience Station Attendant

Department/Division: Solid Waste/County Administration

Nature of Work:

- Directs operations of County solid waste convenience stations by providing assistance and security for the County solid waste disposal and recycling collection stations and sites.

Essential Duties:

- Monitors All Operations of Convenience Station: Monitors the operation and access of facility to approved users; charging, collecting and providing receipts for services received.
- Collection of Solid Waste & Recyclables: Accepts and monitors collection of solid waste and recyclables and screens for hazardous materials.
- Compact Solid Waste: Compact solid waste and assists with transfer of waste and recyclables.
- Assists with Grounds-Keeping: Assists with grounds-keeping on property assigned to the Department of Solid Waste to include mowing; trash deposit; operating small equipment and other assorted tools associated with grounds work.
- Proper Disposal of Waste: Assists approved users in the proper disposal of waste and recyclables, subject to department rules.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Maintains Departmental Offices & Facilities: Cleans and assists in minor repairs to department facilities as needed.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Education and experience equivalent to graduation from high school.
- Must be capable of performing work requiring moderate physical effort.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with County officials, general public, supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials, public, supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone.
- **Finger Dexterity:** Must have ability to use telephone.

Physical Demands:

- **Strength:** Ability to lift up to 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

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. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.