

JOB TITLE: Convenience Center Attendant

SW/11

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position is responsible for the operation and maintenance of a convenience center in the collection and processing of recycling materials.

MAJOR DUTIES:

- o Performs the collection and public relations functions of an assigned convenience center.
- o Requests materials and supplies as needed.
- o Reports equipment malfunctions and failure.
- o Monitors compliance with ordinances, rules, and regulations.
- o Maintains a checklist of needs and requirements at the center.
- o Assures that the grounds and physical environment of the center is maintained and landscaped.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and department safety rules and regulations.
- o Knowledge of department policies and procedures.
- o Knowledge of recyclable materials.
- o Knowledge of the operation of convenience centers.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Convenience Center Supervisor assigns work in terms of detailed and specific instructions. Work is spot-checked in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

GUIDELINES: Guidelines include county ordinances, department policies and procedures, safety rules and regulations, and supervisory instructions. These guidelines are clear and specific.

COMPLEXITY: The work consists of directly-related duties in operating a convenience center.

SCOPE AND EFFECT: The purpose of this position is to provide customer service at a convenience center. Successful performance helps ensure a clean environment and the provision of timely services to the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed at a convenience center, where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work requires the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform basic mathematical calculations.
- o No experience requirements.