

## **JOB DESCRIPTION**

---

**TITLE: Transfer Station Attendant I**

DEPARTMENT: Solid Waste

DATE

PAGE 1 OF 2

March 2021

NUMBER CLASSIFICATION: 7

SUPERSEDES

January 2016

---

### **BASIC FUNCTION**

Performs functions in the operation of Boise County Solid Waste Transfer Stations including manual labor, maintaining a sanitary collection site, security of site, buildings and gates, maintain waste logs and receipt books.

- Must be able to perform all work duties and activities in accordance with County and Department policies, procedures, and safety practices.
- Must successfully complete a background investigation and a criminal history check.
- Must be capable of complying with the County drug policy.

### **MAJOR DUTIES**

1. Monitor and direct incoming waste to appropriate location.
2. Maintain waste segregation
3. Monitor public while on Boise County property
4. Open and Close transfer facility at posted times
5. Maintain site security and security of buildings
6. Collect data and maintain waste logs
7. Collect disposal fees and issue receipts
8. Attends training and meeting as directed
9. Cooperates with Central District Health
10. Operate basic hand tools
11. Performs site clean-up and minor maintenance
12. Reports problems and conflicts to supervisor
13. Assumes and completes other duties as assigned

### **REPORTING RELATIONSHIPS**

Position reports to the Boise County Solid Waste Superintendent

Subordinate staff: None

### **QUALIFICATIONS**

Knowledge Thorough working knowledge of general safety and operation of a Solid Waste Transfer facility open to the public. Knowledge of basic math

Skills Ability to follow oral and written instructions and policies; to work in unpleasant conditions typical to solid waste transfer sites and adverse weather conditions. Skill in working with only minor supervision. Ability

to maintain good working relationship with the public and state agencies. Ability to communicate effectively with general public. Skill in completing routine reports and accurate accounting of money collected.

Experience An equivalent combination of experience, education, training which provides the required knowledge, skills and abilities.

**Essential Physical Abilities**

- Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone, 2 – way radio and in person.
- Must have sufficient visual acuity, with or without reasonable accommodation, which permits the employee to recognize and distinguish between types of solid waste, and to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Must have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate heavy equipment, computer, standard hand tools, and standard office equipment.
- Must be able to wear with or without reasonable accommodation, personal clothing and personal protective equipment (PPE) appropriate for the tasks being performed and weather conditions. May be exposed to stinging and biting insects.
- Must have and maintain sufficient physical fitness, mobility, flexibility, agility, and balance, with or without reasonable accommodation, to be able to work in the solid waste transfer station setting, outdoors in weather that changes seasonally and ranges from below 0 to excess of 100 degrees Fahrenheit. Must be able to operate heavy equipment and mount and dismount heavy equipment as required in the course of work. Must be able to stand and walk most of the work period as required. Must be able to transport and move equipment, bags, boxes, barrels, weighing up to 50 pounds from ground-level to a height of 3-4 feet in order to load into a one-ton pickup truck.
- Must be able to work in an office environment and remain in a stationary position for portions of each work day when required. Must be able to move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, all with or without reasonable accommodation.

These duties or working procedures describe the chief functions of the job and are not to be considered descriptive of every duty of the job. When duties and responsibilities change and develop, the job description will be reviewed and be subject to changes of business necessity.

*Boise County is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, Boise County does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, on the basis of personal favoritism, or any other non-merit factor. Boise County also offers veterans' preference in hiring.*

---

Approved Boise County Board of Commissioners

---

Date