

## DROP-OFF CENTER OPERATOR – CLASS II

<b>Department:</b>	<b>Drop-Off Center</b>	<b>Location:</b>	<b>Drop-Off Center</b>
<b>Grade/Classification:</b>	<b>Grade 4/Non-exempt</b>	<b>Date:</b>	<b>7.2020</b>

### **DEFINITION:**

Skilled technical and manual work in the operation and maintenance of District Drop-Off Centers.

### **DISTINGUISHING CHARACTERISTICS:**

Oversees and manages the on-site collection of municipal solid waste, recyclables, universal and other special wastes in accordance with state and federal regulations and established Drop-Off Center procedures.

### **SUPERVISORY CHARACTERISTICS:**

Works under the direct supervision of the Drop-Off Center Manager and the Drop-Off Center Assistant Manager.

### **EXAMPLES OF WORK PERFORMED:**

Interacts routinely with the public, providing specific information on Drop-Off Center use and materials accepted, general information about other District facilities, partner facilities, and District programs, answering inquiries and fielding complaints requiring courtesy and tact.

Inspects customers' loads, calculate fees to be assessed, estimate loads when necessary.

Rejects loads that contain excessive levels of contamination or materials that don't meet specifications; redirects such loads to alternate receiving facilities

Operates cash register - ringing up transactions, issuing receipts, fills out charge slips and handles money.

Prepares daily cash up, including financial paperwork, and make deposits to bank.

Completes reports which indicate the volume of materials on-site and materials picked up by District vendors; make frequent contact with roll-off truck driver to notify of container needs.

Oversees the proper placement of materials; remove contamination in collection containers as needed.

Spot check customers for the proper payment of fees and compliance to mandatory recycling.

Manage universal and other special wastes (electronics, major appliances, mercury-containing bulbs, used oil, etc.) requiring knowledge of and adherence to state and federal programs and regulations, using gaylords, pallets, pallet jack, wheeled dolly and hand tools.

Operates scales and compactors to manage certain materials.

Provides for safe use and operation of the facility by adhering to District safety policies and procedures, notifying Maintenance Lead and/or Drop-Off Center Manager of facility needs.

Maintains Drop-Off Center grounds, outbuildings, and operator booth in presentable manner – picking up windblown litter, sweeping, shoveling, and lawn mowing.

Reads District emails to keep current with updates, new information, and training opportunities.

Identify, document, and reports violations to the Drop-Off Center Manager.

Performs other duties as assigned

Errors could result in monetary loss to the District; confusion and delay; and a decreased level of services.

**ESSENTIAL DUTIES:**

Ability to operate a cash register, prepare daily accounting paperwork, and make the bank deposit.

Ability to accurately estimate the volume of incoming loads and convert to a dollar figure.

Ability to inform and educate customers on material specifications and proper placement of materials.

Ability to manage collected materials according to state and federal regulations and District policies and procedures.

Ability to function under pressure and meet deadlines while maintaining a cheerful and helpful attitude.

**WORKING CONDITIONS:**

The majority of work is performed outdoors in all weather conditions.

Duties require frequent moderate physical effort in carrying, lifting or moving bulky materials or equipment, or walking or standing all of the time with occasional heavy physical effort in pulling, pushing or lifting.

Some tasks require exposure to unpleasant elements and hazardous materials.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to effectively communicate with the general public and other District personnel.

Ability to work independently.

Required to read and adhere to District personnel and safety policies and procedures and other facility documents.

**RECOMMENDED QUALIFICATIONS:**

High School graduate or GED.

One year of customer service experience preferred.

**Disclaimer:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received this job description; understand the job for which I am assigned, and am capable of performing all of the essential functions of this job with or without reasonable accommodations.

Name: \_\_\_\_\_  
Print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_