



CLASSIFICATION	5
RANGE	26,620 – 39,930
FLSA	NON- EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Division of Waste Management Operator/Clerk Full-Time

Job Summary: The Division of Waste Management Operator/Clerk coordinates and tracks incoming waste drop-offs, handles payment and answers general questions about landfill operations.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the Board of Supervisors and the County Government Organization.
- Weighs vehicles dropping off waste and handles payment upon exit from landfill
- Uses software to track and charge vehicles dropping off waste
- Creates reports summarizing daily income and waste drop-off
- Answers questions from public, over the phone and in person, regarding general landfill operations
- Keeps landfill staff informed of drop-offs and changes during the day

Job Requirements:

- High School Diploma, or equivalent
- Three to Six months of related experience or training
- Ability to accurately manage Point of Sales (make change, handle cash, credit card, and check transactions)
- Excellent communication and customer service skills
- Ability to follow complex oral and written instructions

Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must able to remain standing for up to 40% of their work day.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with the public and other landfill employees.
- The person in this position frequently communicates and exchanges information with co-workers
- Must be able to exchange accurate information in these situations.

Reports to: Landfill Manager

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date