## Position Responsibilities:
This position is responsible for public contact work in ensuring compliance with Federal, State and County laws, regulations and ordinances in the disposal of solid waste material. Work in this class involves monitoring all vehicles entering the site to ensure that unauthorized material such as hazardous waste, rubber tires and construction material is not dumped and/or directing traffic to the appropriate disposal site (e.g., recycling area, demolition site). Employee is responsible for providing information and/or explaining rules, regulations, and procedures to the public. Employee controls the flow of traffic in and out of the recycling site.

### Key Duties:
- Determine contents of waste to be disposed of, record weight of waste and direct to proper disposal site.
- Operation of scales
- Enter data from vehicles into computer, such as weight, refuse class, truck number, and amount owed using Waste Works Software.
- Maintain receipts on landfill use and collect usage fees.
- Enforce landfill ordinances.
- Answer phone and provide public with operations, rules, procedures, and ordinances.
- Prepare documents using Microsoft Word.
- Use email to communicate with billing department about waste billing tickets and the day to day operations at the site.

### Knowledge, Skills, and Abilities:
- Working knowledge of landfill laws, policies, procedures, and regulations.
- Ability to read, understand, and explain landfill laws, rules, procedures, and regulations.
- Ability to meet and deal with the public tactfully, courteously, and effectively.
- Basic math skills.

## Minimum Training and Experience:
Graduation from high school or demonstrated possession of the required knowledge, skills, and abilities through one year of experience in performing similar duties; or an equivalent combination of training and experience.

Applicants should list any and all previous and/or current use of technology, computers, and email.

**NOTE:** All degrees shall be from an accredited institution.