



LANDFILL SCALE HOUSE ATTENDANT

Lake County Road Department

GENERAL STATEMENT OF DUTIES

Greets and directs all customers upon entry to landfill or transfer station. Answers phone in professional manner. Maintains the entrance, scale house, and tipping shed in a condition free of litter complimentary to Lake County and the public.

FLSA STATUS Non-Exempt

UNION STATUS Non-Classified

SUPERVISION EXERCISED None

SUPERVISION RECEIVED Works under the supervision of the Landfill Foreman.

PRINCIPLE DUTIES

- Greet public and customers in a positive and professional manner.
- Direct public and customers to proper facility locations.
- Screen/inspect material brought into landfill.
- Enforce and charge for tarp regulation violation.
- Answer phones and answer questions in professional manner.
- Balance cash box with daily tickets.
- Operate scale system.
- Work on a computer – typing and data entry.
- Thoroughly document and fill out landfill tickets.
- Work safely and follow all safety rules.
- Pick up litter as needed.
- Other related duties assigned by Foreman.

KNOWLEDGE OF / ABILITY TO

- Interact with public and customers in a positive, professional manner complimentary to Lake County.
- Work with computers (Microsoft Excel and Word).
- Work as an individual and in a team.
- Maintain specialized records in a neat and organized manner.
- Change work priorities quickly and work in all weather conditions.
- Maintain valid driver's license.

SKILLED IN

- Professional communication.
- Effective organization.
- Accurate data collection and records retention.

PHYSICAL DEMANDS

- Ability to lift and carry up to 30 pounds frequently.
- Ability to sit for long periods of time frequently.
- Ability to walk on steep uneven ground frequently.
- Ability to stand for long periods of time occasionally.