

WAUPACA REGIONAL RECYCLING AND COMPOSTING CENTER

JOB DESCRIPTION

Position Title:	Site Attendant
Position Type:	Hourly
Reports To:	City of Waupaca Street Superintendent
Employees Supervised:	None. May give some direction to part-time or seasonal employees
Interrelationships:	This employee has contact with other city employees and the public

Position Summary:

The Site Attendant position performs tasks related to maintaining and operating the regional recycling center. Duties include working with public, sorting recyclables, open and close on time, and seasonal work as needed.

Essential Job Functions:

1. Educate and enforce on site recycling sorting rules to public and volunteers as needed.
2. Sell garbage tags and charge for brush, wood chips, compost, tires, and oil; provide receipts as needed.
3. Perform maintenance and upkeep of public grounds areas. Examples of tasks include: sweeping, pickup garbage, clean office area, and weed control.

Other Duties:

1. Shovel snow and apply salt and sand when needed to assist City crews.
2. Maintain knowledge of Waupaca County recycling rules and guidelines.

Qualifications:

1. High school diploma or equivalent.
2. A valid State of Wisconsin Driver's License preferred.

Personal Attributes Required:

Must be service oriented. Must demonstrate the ability to establish and maintain effective working relationships by using appropriate interpersonal skills. Must understand the need for teamwork and timeliness. Must be courteous to the public and respect personal and public safety concerns at all times. Must be able to interact with others to accomplish tasks without arousing hostility. Must be able to assume responsibility and work with independence. Must have knowledge of basic grammar, spelling, punctuation, and math abilities.

Essential Physical/ Mental Requirements:

1. Must be able to stand and walk for prolonged periods, up to six hours to eight-hours per day, with or without back support.
2. Must be able to perform heavy work, lifting more than 50 pounds without assistance.
3. Must be able to communicate effectively with employees and the public.
4. Must be able to reach in all directions and bend/stoop/climb to perform physical work and operate equipment.
5. Visual activity requires the ability to gauge distances, distinguish colors and read directions.
6. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
7. Must be able to complete job duties in an environment where background noises and interruptions are the norms.
8. Must have the ability to maintain concentration and focus on repetitive tasks.
9. Must be able to cope effectively with periodic stress brought about by time pressures.
10. Must demonstrate ability to utilize basic math skills of addition, subtraction, multiplication and division.
11. Must be able to communicate effectively, follow instructions and be able to comprehend written material or instructions.
12. Must demonstrate basic English language skills, including spelling and grammar.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated November 14, 2016
Revised