

LANDFILL CLERK

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under supervision, serves at the entry office of the Sanitary Landfill and logs in solid waste, collects charges, and directs customers to the proper point of unloading.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES

Opens the gate to the landfill; closes it at the end of the day; checks cash in the drawer and the change bag; logs each vehicle and load coming into the landfill by size and types of load; collects unloading fees; directs customers to the proper unloading areas; balances cash; answers the telephone and provides information; closes out weekly charges; forwards funds to the Finance Office; provides monthly reports.

OTHER DUTIES

Cleans the office and area around it; shovels snow around the office; performs similar duties.

QUALIFICATIONS

Working knowledge of office procedures and practices.

Knowledge of mathematics.

Ability to carefully screen each load coming into the landfill.

Ability to balance and account for cash..

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift and carry up to 10 pounds;

Ability to stand, walk, sit, ride, bend, kneel, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer keyboard and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, to observe load contents and to file documents.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school or GED, including course work in mathematics and computer operation. Some related experience is desirable.

SPECIAL REQUIREMENTS: Possession of a valid Class C driver's license.