

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** COLLECTION STATION ATTENDANT IV

**REPORTS TO:** ENGINEER/FACILITY OPERATIONS SUPERVISOR

**JOB CLASS:** NON-EXEMPT (ESSENTIAL PERSONNEL)

**LOCATION:** VARIOUS

**PURPOSE:** The purpose of this position is to oversee the daily operations of the collection station.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Opens and closes Collection Stations.
- Visually inspects facility users' materials to ensure compliance with permit and operation plan requirements.
- Operates compactor.
- Instructs users to use facilities in a safe manner, and directs users to disposal sites for solid waste, recyclables and other materials.
- Controls traffic flow into and out of the facility as well as provide site security through use of locked gates and security system.
- Maintains records and logs of facility activity as required.
- Maintains site as required.

### ADDITIONAL DUTIES:

- Assists in resolving operational problems.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Requires completion of a high school diploma or GED and 4 years of experience as a DSWA Collection Station Attendant III.

Must possess First Aid and CPR certification. (Certification training provided by DSWA)

Knowledge of DSWA operations, services and programs.. Knowledge of record-keeping procedures. Knowledge of DSWA policies, procedures and requirements. Ability to interact with customers. Ability to maintain cleanliness of collection station. Ability to use small power tools/lawn equipment. Ability to explain rules, regulations, policies and procedures. Ability to communicate effectively.

**Physical Requirements:**

This position requires standing, walking, sitting, gripping with hands, reaching with hands and arms, talking or hearing.

This position may require lifting up to 10 pounds.

This position requires close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more).

Position risks exposure to indoor and outdoor environment.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**SUPERVISOR**

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**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**HUMAN RESOURCES**

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**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

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**EMPLOYEE**

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**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*