

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: COLLECTION STATION ATTENDANT I
REPORTS TO: ENGINEER/FACILITY OPERATIONS SUPERVISOR
JOB CLASS: NON-EXEMPT (ESSENTIAL PERSONNEL)
LOCATION: VARIOUS

PURPOSE:

This field operation position is responsible for overseeing daily collection station operations.

JOB DUTIES:

- * Open and close Collection Stations
 - * Develop a working knowledge of permit requirements that will permit attendants to maintain facility operation within compliance of regulatory entities
 - * Visually inspect facility users' materials to insure compliance with permit and operation plan requirements
 - * Operate compactor where applicable
 - * Instruct users to use facilities in a safe manner, and direct users to disposal sites for solid waste, recyclables and other materials
 - * Control traffic flow into and out of the facility as well as provide site security thru use locked gates, and security system
 - * Maintain records and logs of facility activity as required
 - * Maintain site as required
- Contact hauling contractor for removal of containers when full and coordinate maintenance/repair of compactor
- Assist in resolving operational problems

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Perform other duties as assigned

QUALIFICATIONS:

Possession of high school diploma or equivalent. Good customer service skills.
Good
oral communication skills.

*Denotes essential functions of the job