



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Transfer Station Attendant	Opening Date: October 23, 2020	Application Deadline: Open Until Filled	Job #: 20144
Department: Environmental & Sanitation Services (ESS)	Starting Salary: \$16.25-\$16.75 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the general supervision of the Environmental & Sanitation Services (ESS) Manager or his/her designee, this position performs tasks associated with the collection and disposal of materials and debris which are brought into the collection site from the public and other County departments. Duties include customer service, cash handling, and moderate manual labor activities including loading, shoveling, raking, and other minor maintenance activities.

General Knowledge, Skills, & Abilities: Principles and practices of refuse collection and disposal, including recycling; Customer service, telephone, and cash handling skills. Ability to Perform heavy manual labor, including lifting and carrying materials and equipment; Maintain a safe driving record; Operate equipment required to perform essential job functions; Work independently in the absence of supervision. Communicate clearly and concisely, both verbally and in writing. Performs other job related duties as directed by supervisor(s).

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview.

Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.

BASTROP COUNTY, TEXAS **Job Description**

***Job Title:** Transfer Station Attendant*

Department: Environmental & Sanitation Services (ESS)

FLSA Status: Non-

Exempt

Reports To: ESS Manager

Location: Bastrop County Transfer Station

SUMMARY: Under the general supervision of the Environmental & Sanitation Services (ESS) Manager or his/her designee, this position performs tasks associated with the collection and disposal of materials and debris which are brought into the collection site from the public and other County departments. Duties include customer service, cash handling, and moderate manual labor activities including loading, shoveling, raking, and other minor maintenance activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ESS Manager, or other supervisory staff as directed.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Monitor the collection site to ensure proper dumping procedures are being used and that no prohibited materials are being dumped; assist users with dumping of permitted refuse in the proper location;
2. Collect fees for dumping and issue receipts for fees to users; maintain daily log of collections;
3. Provide direction to the public regarding general disposal procedures for various materials;
4. Separate materials and prepare them for vendor collection;
5. Perform grounds maintenance at the collection site, including pick-up of loose trash and debris;
6. Operate various equipment used in the course of the job, including but not limited to backhoe, front-end loader, forklift, and other tools and equipment necessary to perform essential job duties;
7. Perform regular inspections and routine maintenance of all equipment/machinery used at Transfer Station;
8. Assist with county and/or city cleanup events;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Principles and practices of refuse collection and disposal, including recycling;
Customer service, telephone, and cash handling skills;
Practices, methods, materials, and tools used in general construction and maintenance work;
Basic mathematical skills;
Operation of and maintenance requirements of equipment used to perform essential job functions;
Occupational hazards and standard safety practices.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of the job;

Perform various manual tasks for extended periods of time and in unfavorable weather conditions;
Perform a variety of semi-skilled equipment repair and maintenance tasks;
Perform mathematical functions including addition, subtraction, multiplication, and division using whole numbers, common fractions, and decimals;
Perform heavy manual labor, including lifting and carrying materials and equipment;
Maintain a safe driving record;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow & promote good safety practices;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working in high places, Exposure to loud noise, Exposure to various weather conditions,

Working closely with others, Exposure to dust, dirt, fumes, and airborne particles,

Exposure to moving mechanical parts, Exposure to electrical hazards; Exposure to toxic or caustic chemicals.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting or standing for long periods of time, Lifting and carrying heavy materials,

Climbing, Performing heavy manual labor, Operating assigned equipment and vehicles;

Crawling, Working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Interpreting schematics, specifications, and other materials related to the performance of essential job functions;

Effective interaction and communication with others;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in operating backhoe, front-end loader, and forklift preferred.

Education:

High School graduation, or its equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.