

POSITION DESCRIPTION

Class Title: Compost Attendant **Date: 05/12/10**
Department: Wastewater Treatment Plant
Division: Central Staff

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled tasks to maintain the operation of the Compost/Mulch Facility.

SUPERVISION RECEIVED

Works under the general supervision of the Compost Coordinator/Attendant.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to work independently with little supervision.

Ensures that only yard waste is deposited at the Compost/Mulch Facility.

Instructs customers on where to unload their yard waste.

Provide information to customers on what type of yard waste is acceptable.

Interprets and enforces the fee schedule in a consistent manner on a case by case basis.

Completes receipts and tenders money from customers on an as needed basis.

Ensures that customer containers, plastic bags, and binding material are not left on-site.

Ability to complete additional duties or tasks as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Four (4) years experience relating to maintenance, or customer service,
or
- (C) Any equivalent combination of education and experience.

MANDATORY MINIMUM QUALIFICATIONS

- (A) Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions; Have a willingness to learn.
- (B) Must possess a valid Ohio Driver's License

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, humid, cold, hot, and/or dry conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, background investigation, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of

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work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: _____
Wastewater Treatment Supt.

Approval: _____
Director of Administration