FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: LANDFILL ATTENDANT DATE OPENED: 08/19/2020

DEPARTMENT: SOLID WASTE CLOSING DATE: 09/02/2020

If you have any questions about this position vacancy, call: (406) 758 - 5910

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

✓ FULL TIME ___ REGULAR (YEAR ROUND POSITION)

___ PART TIME ✓ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 15.03 per Hour

SALARY AT:
1 YEAR STEP: $ 15.63 per Hour
2 YEAR STEP: $ 16.25 per Hour
3 YEAR STEP: $ 16.58 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Scheduled days and hours for this position are Friday through Tuesday from 8:00 AM-5:00 PM.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.

Job Title:	Landfill Attendant	**Job Code:**	16280
Department:	Solid Waste	**Pay Grade:**	Standard 16
Reports to:	Operations Manager	**FLSA Status:**	☒ **Non-Exempt** ☐ **Exempt**

Department Overview: The Flathead County Solid Waste District provides environmentally sound and cost-effective refuse collection, disposal and recycling opportunities for Flathead County residents and businesses. Our facilities are a major part of the economic and environmental infrastructure of Flathead County. Long range planning and fiscal integrity ensures decades of capacity with minimal financial impacts to Flathead County citizens.

Job Summary: The Landfill Attendant I performs a variety of tasks including monitoring and recording refuse brought into the landfill, explaining policies and procedures to private and commercial haulers or citizens, entering data into computerized records systems, and directing haulers to appropriate area to dispose of materials. An incumbent in this position will work in the monitoring shed at the central landfill, must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Monitor and record all refuse brought into the landfill; observe content of vehicles to verify that no hazardous or prohibited materials will be placed in the landfill; direct drivers to appropriate area in the landfill to dispose of material or inform driver that materials cannot be placed in the landfill; enter data into computerized records system concerning the type and volume of materials.

- Record cash transactions; receipt payments; accurately make change; run closing cash report and balance money drawer.

- Access and enter data in spreadsheet or word documents.

- Distribute flyers and pamphlets regarding recycling; answer questions regarding recycling, acceptable refuse, disposal policies, rates and alternate disposal sites.

- Provide information on landfill policies and costs.

- Provide vacation coverage for other landfill attendant(s).

Non-Essential Functions:

- Assist in monthly report and statement preparation.

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- Constantly required to climb stairs.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:
The job requires knowledge of computers; electronic data processing; written and oral communications; database, spreadsheet and word processing applications.

The job requires skill in operations of computers and office machines.

The job requires the ability to effectively meet and deal with the public; communicate effectively verbally and in writing; handle stressful situations; work extra hours as required; understand and explain landfill policies; establish and maintain effective working relationships with management, employees, and the public; use and understand common database, spreadsheet and word processing applications; learn specialized computer applications.

The position must learn to interpret and apply well-defined administrative rules, regulations, and policies to determine how to take care of problems and issues on the spot.

Education and Experience:
The job requires education and experience equivalent to graduation from high school or GED which indicate possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	4/8/2014	Commissioners' Minutes
Revised	7/1/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)