

**ADAMS COUNTY  
SUMMARY JOB DESCRIPTION**

Position: Solid Waste Attendant  
Department: Public Works  
Annual Hours Worked: 2080

Position Number: 1116  
Salary Range: 12  
Public Works Union

**1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 The major function of this position is operation of County owned Transfer Stations, which includes repair and maintenance of said county facilities.
- 1.2 Persons in this position are responsible for inspecting solid waste materials for unacceptable wastes, operating equipment in the loading of materials into trailers for shipment and hauling waste to disposal site.

**2.0 SUPERVISION RECEIVED**

- 2.1 Persons in this position will receive supervision from the Solid Waste Operations Manager and/or the Management staff of the Public Works Department.

**3.0 SUPERVISION EXERCISED**

- 3.1 Persons in this position do not supervise any employees.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 General assignments include, but are not limited to:
- Directs commercial vehicles to appropriate area for off-loading of solid waste materials;
  - Directs and assists public off-loading of solid waste materials, assists public in placing recyclable materials and HHW materials in proper containers;
  - Visually screens solid waste materials for acceptability and directs the removal of unacceptable wastes;
  - Visually screens solid waste materials for recyclables and removes such materials;
  - Operates backhoe and hand equipment for loading and compacting of solid waste materials in transfer trailers;
  - Operates backhoe for the purpose of cleaning the tipping floor;
  - Operates semi-tractor or 'yard goat' to move transport trailers from loading area to staging areas;
  - Operates tractor trailer combination to accommodate the hauling of waste to landfill/disposal site;
  - Operates other equipment as needed in the Transfer Station operations;
  - Operate weight scale and ticketing systems used in weighing of vehicles for determination of solid waste quantities;
  - Maintain accounting paperwork and cash receipting system necessary for the collection of monies for the disposal of waste;
  - Conducts on-going maintenance and repair of County Facilities;
  - Operates equipment as needed to aid in the maintenance and repair operations of County Facilities.
  - Assist Supervisor in repair and maintenance of County facilities;
  - Other duties as assigned.

**5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Knowledge of construction and scale equipment and modern methods in using such;
- 5.2 Knowledge of recyclable materials and HHW materials generated from both residents and commercial business;
- 5.3 Knowledge of cash receipting;
- 5.4 Ability to operate tools and equipment used in operation of the Solid Waste Transfer Stations;
- 5.5 Ability to maintain a positive consumer service relationship with the public and commercial use of the facilities;
- 5.6 Ability to accurately make change and keep records of daily/weekly/monthly transactions;
- 5.7 Ability to operate tools and equipment used in a safe and efficient manner;
- 5.8 Ability to comprehend and willfully take orders as well as follow directions;
- 5.9 Ability to work independently when given directions;

**6.0 MINIMUM QUALIFICATIONS**

- 6.1 Must be able to sit or stand for extended periods of time and maintain physical condition and manual dexterity;
- 6.2 Must be physically able to climb on ladders up to 14' and lift and/or carry up to 50 pounds;
- 6.3 Must have excellent moral character and be able to get along with a diverse population including county staff and citizens;
- 6.4 Must maintain a neat, clean personal appearance;
- 6.5 Must be proficient in business arithmetic and use of calculator;
- 6.6 Ability to write clearly, handle money transactions and make correct change;
- 6.7 High School diploma or equivalent;
- 6.8 First Aid and CPR certified or ability to obtain certification;
- 6.9 Possession of a valid Class 'A' CDL Washington State Drivers License.

**7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- 7.1 Familiarity and/or experience with tools, equipment and techniques commonly used in the performance of related tasks;
- 7.2 Have completed a HHW training session of 40 hours or more;
- 7.3 Two years or more experience working in a similar position;
- 7.4 Ability to learn techniques involved with the repair and maintenance of county facilities;

**8.0 WORK ENVIRONMENT**

- 8.1 While performing the duties of this job, the employee works in many different environments. Typical work is completed outside an office environment. Occasionally has to be outside in extreme weather from hot summer temperatures to the cold snowy weather of winter. Work conditions may require responding to situations at night and on holidays.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.<sup>1</sup>

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<sup>1</sup> Adopted by Resolution R-51-06. Modified job description per Resolution No. R-12-2013.