



Job Description

Job Title	Public Works Office Assistant / Landfill Attendant	Department	Public Works
Reports to	Public Works Director	Salary Level	VI
Classification	Non-Exempt	Revision Date	06.05.2015

I. General Description

This position incorporates two job functions and work locations. Position is responsible for assisting the Public Works department in executing routine daily office work and assisting the Landfill Operators with all essential duties associated with the landfill collection of fees.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Interact with general public; answering questions, monitor multiple telephone line, and or radio frequencies, when needed.
2. Assist in the budget management and processes as directed.
3. Perform routine tasks such as correspondence, reports, filing, record keeping, monthly reports, meeting packets, mail membership rosters, member files, research, and other office duties as directed.
4. Maintain with Human Resources the training records for employees of the Public Works department and develop a system that notifies employees when their certifications are expiring.
5. Develop and maintain a system that documents all the monitoring and inspections that are required for water, sewer and landfill and keep records of the reports filed.
6. Along with Public Works Director keep the equipment replacement list updated.
7. Insure integrity of Department records.
8. Miscellaneous duties such as preparing supply orders, postage handling, and assisting other areas within the department as needed.
9. Communicate via telephone, facsimile and computer with State of Alaska and Federal agencies regarding routine, as well as emergency, public safety and civil matters.
10. Attend the landfill entry gate at the transfer station.
11. Collect landfill fees and log charge accounts.
12. Measure loads of solid waste to determine the volume and determine charges.
13. Enforce the ordinances and resolutions as they pertain to the landfill.



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14. Inspect loads of solid waste to determine compliance with regulations.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of basic financial record keeping procedures, computer equipment, and filing system, financial record keeping procedures.
2. Working knowledge of computers, word processing and spread sheet software.
3. Must have proficient communication skills in all medias.
4. Basic money handling, including making change.
5. Basic math used in measuring loads and determining volume of loads.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to work independently exercising sound judgment and effective working relationships with the public, staff, and volunteers.
2. Must have minimum general experience using computer word processing programs, (i.e., word and excel).
3. Possess effective oral and written communication skills.
4. Interact with the public in a courteous, helpful, and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.
6. Maintain the confidentiality of information acquired during service as a City employee.
7. Account for money collected and charges made at the landfill entrance.

V. Work Environment and Physical Effort

This position is located in an office area in the mornings, in a standard office setting. Employee must be familiar with standard office equipment, including a computer. Performing the duties of this job, the employee will be required to use hands and fingers dexterously to operate office equipment. Must possess the strength to lift and carry materials weighing up to 50 pounds. Good written and oral communication skills in person, over the phone, and on the radio. In the afternoons, this position will have to work in all weather, and must be prepared for both extreme heat and cold. The Landfill Attendant occasionally works near moving mechanical parts; in high precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. While performing this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The Attendant must occasionally lift and/or move up to 50 pounds.



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VI. Education and Experience

Education:

1. High school diploma or General Equivalency Degree (GED)

Experience:

1. Must be at least 19 years of age.
2. Minimum two year's work experience, computer competence.
3. Experience in customer service, receptionist, and telephone/radio operator experience.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full time employment, non-exempt position. May be required to work weekends.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____