

## **CEDAR RAPIDS/ LINN COUNTY SOLID WASTE AGENCY**

### **Gate Attendant/Laborer**

#### **JOB DESCRIPTION**

**Schedule:** Monday-Friday (8:30am - 4:30pm)  
Saturdays overtime (2 on-1 off) (8:00am- 12:30pm)

**Location:** Site 2, 1954 County Home Rd, Marion, IA

**Hourly Wage:** Starting hourly wage- \$22.77

**To Apply:** Complete application on website <http://www.solidwasteagency.org/about-us/careers> and email to [hr@solidwasteagency.org](mailto:hr@solidwasteagency.org) or mail to Solid Waste Agency, 1954 County Home Rd., Marion, IA 52302. Paper applications are available at above location.

#### **Summary of Position**

*Approximately 65% (Gate Attendant) responsibilities in Scale House assisting customers and weighing vehicles/processing payment transactions:*

Directs and assists Agency customers, provides administrative functions such as collecting fees, compiling reports, and answering phones. Conducts material screening, identification of special wastes/banned wastes and understands and enforces rules and policies.

*Approximately 35% (Laborer) responsibilities assisting customers with recycling and material disposal:*

Conducts waste screening activities, assists customers in locating areas for recycling or disposal of unwanted materials. Collects and sorts recyclable materials, operates related processing equipment, prepares materials for transport, perform site maintenance, interacts with customers and monitors proper disposal of refuse and collection of recyclables.

Work is performed under the direction of the designated supervisor.

#### **Position Responsibilities**

- directs landfill customers to the appropriate areas
- identifies waste types, verifies solid and special waste authorization tickets
- collects fees, issues receipts using a computer
- reconciles cash and receipts on a daily basis
- prepares reports and maintains necessary records
- answer phone and gives landfill information to the public regarding landfill hours, load requirements, fees, etc.
- enforces agency policies and procedures
- notifies management of reoccurring issues
- collects and sorts recyclable materials and prepares them for transport
- compliance spotting and waste screening duties

- directs traffic to disposal and/or processing sites
- identifies waste types, verifies solid and special waste authorization tickets
- assists with grounds maintenance including site appearance and erosion control
- cleans Agency buildings and vehicles as directed
- performs litter control tasks, operates related equipment
- adheres to all safety rules established
- performs related work as required

#### **Minimum Qualifications**

- **Education:** high school diploma or equivalent required
- **Experience:** preferred (2) years customer service experience involving cash/credit transactions
- a combination of training and experience which provides the required knowledge, skills and abilities

#### **Knowledge, Skills & Abilities**

- must possess good customer service skills
- ability to learn materials recycling, handling techniques and safety procedures
- basic understanding of material disposal regulations
- skills in safely operating equipment and tools
- ability to communicate with others including the public and users of Agency facilities
- knowledge of safety rules and accident prevention practices
- ability to establish and maintain effective working relationships and communication with employees and customers
- sufficient vision, with or without reasonable accommodation, which permits the employee to observe and document receipt and handling of materials received at the facility
- sufficient manual dexterity and mobility, with or without reasonable accommodation, which permits the employee to lift fifty (50) pounds and to use hand tools

**Pre-employment Testing:** drug screen and physical

**FLSA Status:** non-exempt

**Job Type:** full-time