

CEDAR RAPIDS/ LINN COUNTY SOLID WASTE AGENCY

(Part-Time) Gate Attendant

JOB DESCRIPTION

- Schedule:** Part-Time (20 hours per week)
Monday-Friday (12:30pm-4:30pm)(One weekday off)
Saturday (8am-12pm)
- Location:** Site 2, 1954 County Home Rd, Marion, IA
- Hourly Wage:** Starting hourly wage- \$22.77
- To Apply:** Complete application on website www.solidwasteagency.org/about-us and email to 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

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.

Work is performed under immediate supervision 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.
- adheres to all established safety rules
- enforces agency policies and procedures
- notifies management of reoccurring issues
- performs all other duties as assigned

Minimum Qualifications

- **Education:** high school diploma or equivalent required
- **Experience:** preferred (2) years customer service experience involving cash/credit transactions

Knowledge, Skills & Abilities

- must possess excellent customer service skills
- ability to learn and follow operating procedures
- ability to do basic computer work
- ability to effectively meet the public and explain landfill regulations
- ability to receive money and make change and keep simple records
- ability to read and write the English language and understand and follow oral and written instructions
- knowledge of operating techniques, procedures and safety practices for equipment used
- knowledge of standard practices, methods, and materials used in Integrated Solid Waste Management
- knowledge of safety rules and accident prevention practices
- ability to communicate with other employees and the public

Pre-employment Testing: drug screen and physical

FLSA Status: non-exempt

Job Type: part-time