

## **REFUSE FACILITY ATTENDANT**

### **JOB DEFINITION**

A part-time highly responsible skilled labor position that requires knowledge of the City street system, physical layout, adjacent areas and rights of way to determine if users of the facility are City of Cordele residents or businesses. Occasionally operates simple hand tools such as shovel, rake and pitchfork. This position performs a variety of skilled and manual labor tasks. Under the direct supervision of the Street Department Superintendent or an assigned supervisor.

### **PRINCIPLE DUTIES**

Performs manual labor tasks that require physical stamina and the use of associated equipment and tools. Some examples of these duties are:

- Inspects incoming refuse making sure only eligible materials are placed in the receptacles. Ensures all refuse is deposited inside of the receptacles.
- Inspects identification and address to assure facility is used by eligible customers.
- Assists customers with proper disposal of refuse.
- Uses hand tools such as a rake, shovel, pitchfork, weedeater, leaf blower and/or other tools as needed to perform duties and maintain appearance of the facility.
- Performs custodial work at the facility's office building.
- Maintains tools and equipment in good operating condition.
- Monitors facility for proper use and notifies supervisor of illegal or after-hours dumping.
- Maintains records such as number of customers, name, address, materials deposited and vehicle tag numbers.
- Typically works outdoors and may be exposed to inclement weather, heat, cold, dust, insects, grass, pollen, grease, oil, exhaust fumes, moving machinery and other hazards.
- Follows established safety rules along with City and departmental policies and procedures.
- Often works independently exercising good judgment.
- Other duties as assigned from time to time.

### **QUALIFICATIONS**

- Must be at least 18 years of age.
- Minimum education of a high school diploma, or its equivalent, with good oral and written communication skills. Able to comprehend and follow oral and written instructions and assignments.
- Must fully complete a City of Cordele employment application.
- Must pass a background check including personal and previous employment references, criminal history, and driver history.
- Must pass a pre-employment drug and alcohol screen and job-related physical examination (see attached sheet for requirements).

Refuse Facility Attendant  
Street Dept.  
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- Must possess, or have the ability to obtain, a valid Georgia License, with a clean driving record.
- Must perform arduous and physical tasks frequently under strenuous and adverse conditions.
- Must be able to work department hours including on-call status and overtime when required.
- Must establish and maintain an effective working relationship with other employees, supervisors and the general public.

#### **DESIRED JOB CHARACTERISTICS**

- Dependable and punctual with an excellent attendance history.
- Neat and clean personal appearance and attire.
- Self-starter
- Self-motivated
- Have knowledge of, or ability to easily learn, the City street system, physical layout and adjacent areas including commercial and residential locations.

<b><i>SIGNATURE</i></b>		<b><i>DATE</i></b>	
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