



2115 JEFFERSON ST
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SOLID WASTE MANAGEMENT

Environmental Attendant

SALARY: Hourly \$12.36

HOURS OF WORK: Part Time – Typically 2 days a week
Monday – Friday 8:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 2:00 p.m.

DEPARTMENT: Recycling Center and Household Hazardous Waste

OPENING DATE: February 24, 2020

CLOSING DATE: March 6, 2020 4:00 p.m.

MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent.

NECESSARY QUALIFICATIONS:

- Possess and maintain a MN Driver's License.
- Ability to complete Haz Cat trainings every year; DOT hazard training every three years.

NATURE OF WORK:

- Under the supervision of the Environmental Coordinator, assists with the functions of the Environmental Center (Household Hazardous Waste, Recycling, Problem Materials, Organics and Public Education).
- Direct public to the proper recycling containers and other *directions*, as needed.
- Report to the Environmental Coordinator.

EXAMPLES OF WORK:

- Open the collection area to receive materials
- Directs traffic and guides the deposit of waste into proper containers
- Assists and directs the public with recyclables, household hazardous waste, appliances, electronics, scrap metal and other items accepted at the Environmental Center.
- Assists with loading and unloading of materials.
- Educate the public on proper recycling procedures.
- Maintain cleanliness at the Environmental Center drop off areas.
- Keep daily logs and other tracking info.
- Maintain the grounds using good housekeeping practices.
- Secures the facility at the close of each day
- Performs other related works as required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Possess the ability to be courteous yet firm with the public
- Direct the public in a tactful and friendly manner
- Ability to keep simple records
- Ability to understand and follow oral and written communication
- Educate the public on proper recycling procedures.
- Maintain cleanliness at the recycling drop off area.
- Willingness to work under adverse weather conditions

PHYSICAL REQUIREMENTS:

- Must be able to lift 50 pounds
- Must be able to climb ladders and steps
- Must be able to withstand extreme temperatures

This description is intended to describe the kind of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.