City of Casa Grande

Landfill Attendant

GENERAL PURPOSE: Under close supervision, performs general gate attendant duties for the City Landfill, checks and weighs materials, and checks incoming loads for hazardous and prohibited materials.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Greets customers and explains landfill and recycling services and fees; assists customers as needed.
- Checks vehicles for hazardous materials.
- Weighs materials as needed; checks driver manifest and permits; calculates and assesses necessary fees; reviews and files documents according to procedures.
- Collects disposal fees, issues receipts and provides correct change; balances and reconciles cash sales to monies collected at end of each day.
- Directs vehicles to proper unloading areas.
- Prepares, records and issues sanitary landfill user permits.
- Maintains records of all vehicles entering landfill area.
- Prepares a variety of billing and usage information for summaries and reports.
- Performs data entry into specific City Landfill software.
- Maintains offices in a clean and orderly condition.
- Completes required daily logs and reports.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

MINIMUM QUALIFICATIONS:

Education and Experience:
High School diploma or GED equivalent; some clerical and customer service experience preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of customer service and cashiering principles and practices.

- Skill in customer service and data entry.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in counting money and making correct change.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: None.

Physical Demands / Work Environment: Work is performed outdoors and in Public Works facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.