

Disposal Site Gate Attendant

Definition:

Under general supervision, operates a platform scale and collects fees at a County-operated landfill site.

Positions in this classification are characterized by their assignment to a landfill site, collecting the necessary disposal fees and classifying waste material.

Essential Functions:

- Opens and closes site; provides site procedure, fee, facility rule, special load permit and other information; logs and directs site customers to proper disposal area.
- Weighs and categorizes solid waste prior to site entry; denies access to site based on rule violations or type of load; takes photographs of and reports suspicious and rejected loads; reviews permit and manifest information and evaluates refuse to determine acceptability of load.
- Calculates tipping fee charges, collects cash and issues receipts; balances daily cash and receipts; prepares daily reports and deposit slips; makes bank deposits.
- Prepares and posts charge customer receipts.
- Responds to emergency situations; prepares incident reports.
- Collects and posts data to complete manual and automated operations and workload indicator reports; updates and maintains waste permit files; confers with supervisory, operations and environmental staff to resolve customer or reporting problems.
- Maintains cleanliness and order of gatehouse; assists in gatehouse and scale maintenance activities.
- Maintains a daily tally of number and type of vehicles using the landfill.
- Delivers supplies and collects site deposits; prepares and delivers site deposits for bank depository; collects and delivers facility paperwork.
- May perform rudimentary site inspections and report deficiencies.
- Performs other related duties as assigned.

Employment Standards:

- High School Diploma, G.E.D. or equivalent,
- Six (6) months of experience collecting and receipting money or bookkeeping involving daily public contact, or clerical work directly related to landfill operations; or an equivalent combination of education and experience.

Knowledge of: Simple recordkeeping procedures; basic mathematics and receipting; and basic computer usage.

Ability to: Read, understand, and apply County regulations pertaining to the use and operation of waste disposal sites; categorize information through verbal interpretation consistently;

perform arithmetic computations quickly and accurately; keep accurate, complete records according to prescribed procedures; explain and enforce regulations, policies, and procedures in a tactful and courteous manner.

A valid California Class "C" driver's license is required.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.