

## GRANITE COUNTY

### POSITION DESCRIPTION

**October 2025**

**POSITION:** Transfer **Site** Attendant Fill-In (“Attendant”)

**DEPARTMENT:** Solid Waste District

**ACCOUNTABILITY:** Reports to Solid Waste Transfer **Site** Supervisor and final accountability to Commissioners.

**SUMMARY OF WORK:** Greets the public who use the transfer site; directs them to appropriate dumping and recycling locations; provides for customer assistance, property management, and security; compacts trash in dumpsters using county equipment; operates and maintains scales and computers in accordance with county policy; and generates weight tickets for customers and county records.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs physical labor duties requiring work outside; may work in adverse weather conditions and extreme temperatures; may be exposed to hazardous waste, stench, fumes, airborne particles, and chemicals. High noise levels may be encountered. Position works with various types of heavy equipment. Must adhere to the safety practices in dealing with equipment and waste as provided for by the Granite County Safety Committee. **Attendant shall follow all provisions in the Granite County Solid Waste Policies and Procedures Manual (as amended) and in the Granite County’s Personnel & Procedures Handbook except as modified by a Collective Bargaining Agreement.**

**Personal Contacts:** Daily contact with the public; weekly contact with contracted hauler and other county personnel.

**Essential Functions:** Position requires ability to communicate with the public; assess trash weight as per policy; get signed weight receipts from users; calculate fees; visually inspect areas; use and maintain county equipment; use hand and power tools; maintain fences; walk on uneven ground; lift objects weighing up to 75 pounds; pick up litter at container site and at recycling site; hear customers and approaching equipment; follow safety guidelines.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Greets the transfer site users and directs them to the appropriate dumping locations. Answers questions concerning fees, dumping, hazardous wastes, recycling and other related matters. Explains recycling program to public; directs users to recycling sites, burn pile, and metals recycling dumpster.

Conducts on-site inspections of the incoming wastes and screens waste for proper disposal. Calculates the proper fees when appropriate. Receipts and records any fees received on the sites. Receipting and record keeping for fees is the responsibility of each site operator.

Maintains and operates weight scales and computer in accordance with county policy.

Compacts trash in dumpsters using county equipment. Contacts Solid Waste District Supervisor to schedule contracted hauler for Solid Waste pickups.

Maintains and cleans the property and equipment. Cleans garbage from grounds and adjacent property and keeps recycling site free of trash. Maintains fences, roads and does weed and rodent control. Keeps site locked and closes lids on trash dumpsters at night and when site is unattended. Performs other related duties as required.

Fills out daily report for site, each day, to inform Transfer Site Supervisor of problems, questions/concerns, complaints, and daily activities.

Follows safety procedures of Granite County Safety Committee and Granite County Solid Waste District Policies and Procedure Manual.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of, or ability to learn, laws and regulations governing solid waste disposal. Knowledge of safety procedures in dealing with waste and handling equipment. Knowledge of county's recycling program.

**Skills:** This position requires skills in recording accurate data, which includes computer use. Requires use of hand tools, as well as being an experienced operator of some types of county equipment.

**Abilities:** This position requires the ability to: communicate effectively with the public; follow safety procedures; work in adverse weather and extreme temperatures; walk on uneven ground; lift objects weighing up to 75 pounds; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or a G.E.D required.
- Requires valid State of Montana driver's license.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to, the following:

- Performs assigned duties.
- Capably manages transfer site property, providing a clean, safe place to recycle and dump.
- Provides helpful assistance and information to the public.
- Accurately receipts payments and records fees.
- Keeps property and equipment maintained and clean.
- Follows safety procedures of Granite County Safety Committee.
- Capably screens waste for proper disposal.
- Operates and maintains scales and computer in accordance with county policy.
- Generates weight tickets and obtains signatures from customers.
- Provides daily written report to Transfer Site Supervisor.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Responsible for reading and complying with the Granite County Personnel Policy & Procedures Manual and Granite County Solid Waste District Policies and Procedures Manual, as amended.
- Maintains equipment per directions of the Transfer Site Supervisor.

#### **CALLING FOR A REPLACEMENT:**

If the Transfer Site Attendant is sick or injured and cannot work, the Attendant shall first call the Solid Waste Transfer Site Supervisor for the Supervisor to find a replacement to be called to work. If all fails, the Attendant shall call a Granite County Commissioner.