**JOB DESCRIPTION**

**COMPOST SITE ATTENDANT**

**Department:** Board of Health **Grade:**

**Reports To:** Health Agent **FSLA Status:** Exempt

**Union:** Non-Union **Updated:** March 2022

**Location:** Compost Site **Work Week:** NTE 19 hours

**Position Purpose:**

The primary function of this position is to enforce compost/transfer station policies relating to the Board of Health; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

* Verify residency and authorize entrance to people who want to dispose of items at the compost site.
* Direct residents to appropriate locations for drop-off of specific materials. Monitor items to ensure policies are being followed. Answers any resident questions.
* Maintain cleanliness and organization of the site.
* Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School Diploma or equivalent; or any equivalent and relevant combination of education, experience, and training. Possession of a valid motor vehicle operator’s license.

Knowledge, Ability and Skill:

*Knowledge:* Working knowledge of the rules and regulations of the compost site including what can and cannot be recycled.

*Ability:* Ability to establish and maintain working relationships with the general public, organizations, departments and officials. Ability to communicate effectively.

*Skill:* Excellent customer service skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, communicate, or hear; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:*  Performs a variety of basic duties of a technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws and regulations.

*Supervision Received:* Works under the direction of the Health Agent.

*Supervision Given:* Does not provide supervision.

**Job Environment:**

* Most work is performed outdoors and subject to weather conditions and moderate noise. Required to work on weekends.
* Operates a vehicle and a telephone.
* Employee has constant contact with the general public. Contacts are made in person and require interpersonal skills.
* Has no access to department-related confidential information.
* Errors could result in adverse public relations, health consequences, and damage to property and equipment, reduction in the level of service and have legal and/or financial repercussions for the town.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*