



## **GATE ATTENDANT I or II**

**DEFINITION:** Monitors incoming waste and directs the public and commercial haulers to proper disposal site; logs and categorizes solid waste stream as it enters the landfill; maintains statistical sheets for state reporting purposes.

**ESSENTIAL JOB DUTIES:** Monitors activities at an assigned solid waste disposal site; computes charges and collects fees for refuse dumping at a disposal site; checks loads in order to determine charges; receipts and collects fees; maintains accurate records on fees collected and amount of refuse dumped; inspects trucks and other vehicles hauling refuse to determine type, weight, or volume of solid waste materials; measures the size of truckloads or trailer loads of refuse to be disposed; computes the total volume and calculates fees or determines fees from fee table; identifies restricted hazardous materials and refers haulers to appropriate agencies or sites; maintains records of cubic yardage dumped by commercial collection companies and other charge account customers; answers questions from the public concerning disposal site operations; directs the public in separating recyclable materials; inspects refuse to prevent fire and other safety hazards; removes household hazardous waste from the waste stream for storage in approved on-site storage lockers; removes windblown litter; constructs facility signs; performs minor building and area maintenance; other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Gate Attendant I:**

**Education/Experience:** High school graduate or equivalent; previous work experience performing cashiering or record keeping duties involving arithmetic and including extensive public contact is highly desirable.

#### **Gate Attendant II:**

High school graduate or equivalent; previous work experience performing cashiering or record keeping duties involving arithmetic and including extensive public contact is highly desirable. With one year of service as a Gate Attendant I with County of Inyo

**Knowledge of:** Basic record keeping practices; safe work practices and procedures; basic cashiering procedures; and basic arithmetic.

**Ability to:** Monitor activities and ensure proper use of an assigned County solid waste disposal site; maintain accurate records in estimating loads and charging fees; make arithmetic calculations; receive money and make change; understand and follow oral and written directions; prepare basic records; operate standard office equipment; work cooperatively with those contacted in the course of work.

**Physical ability to:** Frequently stand and walk; work in all types of weather; walk for long distances and on sloped ground and slippery and uneven surfaces; possess normal manual dexterity and eye-hand coordination; have ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; meet and maintain standards of physical endurance and agility.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation. Must be available and willing to work various shifts and on weekends. Some solid waste sites are operated seven (7) days per week, and the Gate Attendant must stay on site during his or her scheduled shift. May be required to travel to various solid waste disposal facilities pursuant to operational needs. Your position may be required to serve as a Disaster Service Worker during a County emergency.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

