



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

GATE ATTENDANT I or II
Application Deadline: July 5, 2022

DEPARTMENT: Recycling and Waste Management
LOCATION: Countywide
SALARY: Range 50 \$3094 \$3253 \$3413 \$3580 \$3764**
Range 52 \$3243 \$3400 \$3576 \$3750 \$3940**
(The above monthly salary is paid over 26 periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after 1/1/13 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

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.

APPLICATION: Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, no later than **5:00 p.m. on July 5, 2022 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

This recruitment may establish an eligibility list that may be used up to one year to fill County-wide vacancies that may occur in the job classification and salary range.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.