

## **Class Specification: Gate Attendant**

### **General Summary:**

Appointed by the Mayor. Works under the supervision and direction of the Transfer Station Operator. This position is responsible for providing services for collection, billing and receipting of garbage fees. This position requires physical labor, public relation involvement, independent judgment, organizational skills and computer knowledge.

### **Principal Duties and Responsibilities:**

- Responsible for advising and assisting the general public on State Regulations pertaining to the disposal of garbage, including but not limited to hazardous materials, appliances, yard waste and recyclables.
- Responsible for the weighing in and out of customers' vehicles to determine the weight to be charged.
- Collect fees and other moneys. Count money, make change, make deposits and prepare receipts. Make daily deposits to the City Hall.
- Receive and direct customers and refer them to the proper areas to dispose waste materials.
- Be customer service oriented.
- Responsible to perform load inspections to determine the type of waste.
- Responsible to maintain a clean scale house and bathroom.
- Responsible to maintain sufficient office supplies for scale house.
- Perform litter pick-up of the transfer station site.
- Have the ability to operate a backhoe in a confined space to compact garbage in the trailers.
- Perform related duties as assigned by the Transfer Station Operator.

### **QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

- Manage difficult or emotional situations focusing on resolving conflict.
- High standard of honesty and truthfulness, and maintain confidentiality.
- Deal effectively with the public and maintain effective working relationships with those contacted in the performance of required duties.
- Operate a computer terminal to enter data, create documents, maintain records and generate reports.
- Communicate effectively both orally and in writing.
- Maintain records and filing systems and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.