

## **LANDFILL NIGHT ATTENDANT**

### **MAJOR FUNCTION**

This is routine and diversified work supporting the operations of the department and various activities in the evenings, on weekends, and on weekdays as needed. This position exist to monitor and record nightly occurrences, record incoming waste after hours, inspects incoming waste for household hazardous waste, and notify supervisory staff of any emergencies that occur after hours and on weekends.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Monitor all department equipment on site for safety and security of facility, and deter unauthorized access to all areas.
- Ensures the proper security of buildings, facilities and grounds after close of business.
- Cleans and performs light maintenance on buildings.
- Weighs all incoming and outbound transfer station tractor trailer loads and records said weights for proper accountability and invoicing.
- Maintains log of activities throughout the night, to include suspicious occurrences/activities, active gas glare down times, and any other equipment or departmental malfunctions requiring am response.
- Monitor landfill gas and leachate systems to ensure no malfunctions, and is required to reignite the flare it is huts down or make diagnosis and relay such to supervisors/managers.
- Operates a County vehicle with magnate attached around the landfill, ensuring that all nails and sharp objects are picked up daily, making it as safe as possible for public and county use.
- Performs constant routine nightly security checks of all facilities. Monitor fuel deliveries at night.
- Performs as a Hazardous Waste Spotter for all Solid Waste trucks dumping after hours in both the landfill and transfer station, as required by Florida Department of Environmental Protection and permitting requirement.
- Provide Solid Waste Dispatcher duties to include answering phones, directing Medium Equipment Operators, recording messages and logging information in order to pass along to morning dispatcher.

## **LANDFILL NIGHT ATTENDANT**

- Attend classes and meetings for training certification, such as spotters training course and continuing education credits, meeting safety requirements.
- Effectively coordinate all traffic to and from designated areas within the Baseline Facility.
- Coordinates the reporting of all emergencies (fires/gas leaks/break-ins) occurring, to the proper authorities; and contacting the proper manager/supervisor within a given time frame.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position has no supervisory responsibility.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

High school diploma or general education degree (GED); or one to three months related experience or training; or equivalent combination of education and experience.

#### **Licenses**

Valid Florida Driver License, Class E Driver License.

#### **Certifications**

Bloodborne Pathogens  
Hazardous Waste Spotter Certificate

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

## **LANDFILL NIGHT ATTENDANT**

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or materials.

### **Specialized Skills and Abilities**

- Knowledge of general office procedures. Ability to learn assigned clerical tasks and adhere to prescribed routines.
- Knowledge of D.E.P. Regulations and landfill gas and leachate systems, to include hazards in solid waste.
- Ability to communicate tactfully and courteously with members of the general public while supporting the regulations of the department.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as a pick up truck, truck scale, magnet, and water pump, in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to walk, sit, reach with hands and arms, and to lift up to 50 pounds; will regularly be required to stand, use hands to finger, handle, or feel; and will frequently be required to talk or hear, taste or smell.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals; and will regularly be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

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Pay Grade: 4	Status: NE
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