



## JOB DESCRIPTION

**Title:** Compost Attendant

**Department:** Landfill

**Reports to:** Landfill Superintendent

**Pay Grade:** N/A

**Date Adopted:** June 8, 2021

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☐ Full Time

☒ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☐ Yes

☒ No

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### Job Summary:

Assist in a variety of unskilled and semi-skilled tasks as assigned in the operation and maintenance of the Compost Site.

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### Essential Functions:

1. Greet and assist customers at the Compost Site. Ensure that only yard waste is disposed of at Compost Site. Direct other materials and refuse to the Landfill. Collect any applicable fees and receipt payments.
2. Assist customers with questions or concerns regarding services at the Compost Site. Refer customers to a higher-level staff as necessary.
3. Inspect incoming loads of yard waste and estimate volumes of yard waste for recordkeeping purposes.
4. May be required to work evenings/weekends as needed.
5. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
6. Keep confidential information confidential.
7. Perform duties in extreme weather conditions.
8. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.

9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
  10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  11. The employee must be able to work extended hours in an emergency.
  12. Performs other work which is consistent with the essential functions of the job.
  13. Performs other duties as assigned.
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**Education and Special License(s)/Certifications:**

High School diploma or equivalent required.

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**Experience:**

Must be at least eighteen (18) years of age.

General construction experience preferred.

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Ability to perform basic math and accounting skills.
  4. Organizational skills.
  5. Basic computer knowledge.
  6. Manual dexterity.
  7. Good customer/public relations.
  8. Ability to work independently.
  9. Ability to work in environment with constant interruptions.
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**Mental Requirements:**

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work in a team.
5. Ability to assess situation and use judgement in responding.
6. Ability to work under distracting conditions.
7. Alpha/numeric recognition.
8. Ability to compute basic math computations.
9. Ability to carry out assignments through oral and written instruction.

10. Diplomacy and judgement.
  11. Logical reasoning.
  12. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
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**Physical Requirements:**

1. Ability to withstand extreme weather conditions.
  2. Exposure to vibrations.
  3. Ability to transverse rough terrain on foot.
  4. Ability to work with exposure to noise.
  5. Ability to distinguish among colors.
  6. Ability to lift up to sixty (60) pounds.
  7. Ability to bend, climb, and stoop.
  8. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**June 8, 2021**