City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Landfill Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>LAAT</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>AU02</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Date Revised:</td>
<td>10/15/2021</td>
</tr>
</tbody>
</table>

General Summary: This position is responsible for providing administrative and inspection support for the Landfill operation.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Determines appropriate fees for solid waste disposal in accordance with rate schedule, collects fees and directs customer to appropriate area of disposal site.
- Operates landfill scale, computer, cash register and other related office equipment to enter and maintain data for various statistical reports.
- Provides daily transaction reports for cash, credit, and no-charge transactions to the supervisor, and processed daily bank deposits.
- Organizes and documents proper disposal of special wastes by coordinating and connection manifest, ticket transactions, laboratory reports and placement.
- Answers customer questions related to policies and regulations of the Solid Waste Division.
- Conducts load inspections to assure the landfill is not receiving hazardous or toxic or other restricted wastes.
- Performs ground maintenance duties, such as mows grass/weeds, plants grass seeds, and flowers.
- Assists Landfill Superintendent in collecting laboratory samples for testing for contaminants.
- Provides scale data reports, and similar data as needed.
- Orders landfill supplies.
- Performs janitorial duties.
- Acts as lead worker on paper/debris collection crew.

Qualifications:

Education and/or Experience:

High school diploma and six months related experience in customer service.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Must be bondable for cash and credit.
**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and taste or smell. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.