

GRIMES COUNTY HUMAN RESOURCE DEPARTMENT
P.O. BOX 230
ANDERSON, TEXAS 77830
(936) 874-4401
INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: Part-time Solid Waste Attendant
DEPARTMENT: Environmental
GRADE: 1
DATE POSTED: January 9, 2018
CLOSING DATE: Until Filled

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUPERVISION:

Receives general directions from the Environmental Coordinator

RESPONSIBILITIES AND DUTIES:

1. Communicate well with the general public
2. Be punctual and present during opening hours of assigned dumpsite
3. Keep surrounding dumpsite area clean
4. Keep ample supply of garbage stickers at all times for public to purchase
5. Be able to make correct change as required
6. Be able to reconcile money to amount of garbage stickers sold
7. Able to lift objects from vehicle to disposal as necessary
8. Assist those in need of help with garbage disposal
9. May be required to fill in for other dumpsite shifts.

QUALIFICATIONS:

1. Basic math skills
2. Good people skills

ABILITY:

1. Operate a compactor
2. Lift as required.

SALARY RANGE: \$8.00 - \$14.00 per hour

INTERESTED EMPLOYEE CANDIDATES SHOULD FIRST CONTACT THEIR RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL TO PROCEED WITH THE INTERVIEW PROCESS. THOSE CANDIDATES WHO RECEIVE APPROVAL SHOULD CONTACT PERSONNEL LUCY POPE, TO OBTAIN FURTHER INFORMATION.

Personnel Director Lucy Pope
(Turn applications into the HR Department)

Date 1/9/18