

**PART-TIME DROP OFF ATTENDANT**  
**COLUMBIA COUNTY SOLID WASTE DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary.**

The position is a part time position in the Solid Waste Department under the direct supervision of the Solid Waste Director and the Operations Manager. Performs basic assistance to Town of Pacific residents with dropping off garbage and recycling.

**II. Essential Duties and Responsibilities.**

1. Set up containers in drop off area.
2. Insure that only Town of Pacific residents use the facility
3. Direct residents where to dispose their items
4. Check loads to make sure only household garbage and recycling is brought in
5. Answer questions and provide facility information
6. Keep the drop off area in a clean and orderly manner
7. Secure the facility at the completion of the shift

**III. Knowledge, Skills, and Experience Required**

1. Ability to perform a variety of tasks
2. Ability to operate a fork lift
3. Ability to establish/maintain effective working relationships with the general public
4. Ability to deal with the public in difficult situations
5. Ability to carry out oral and written instructions
6. Ability to assume responsibility
7. Valid Wisconsin Driver's License

**IV. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Able to lift/carry/push/pull at least 30 pounds

The position description is not being interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.