

SOUTH TAHOE REFUSE COMPANY

TRANSFER STATION CASHIER

PRIMARY FUNCTION

Provides assistance and direction to customers utilizing the Transfer Station facility, performs load checking, collects fees, and completes related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Transfer Station Supervisor and from other management staff.

ESSENTIAL DUTIES

The following are essential duties for this position. Duties may include, but are not limited to, the following:

- Greet customers to Transfer Station in a courteous manner, provide information on services and fees for facility and direct customers to appropriate areas for disposal/recovery of materials.
- Conduct load check on materials brought to Transfer Station for disposal/recovery, identify specific materials, such as hazardous, PCB and bio-hazard waste, reject loads containing unacceptable materials, and report unusual circumstances to Transfer Station Supervisor.
- Calculate appropriate fees based on material type and load size.
- Input incoming and outgoing information to computer, collect facility fees, record transactions on computer and tags and reconcile cash on a daily basis.
- Observe facility operations to identify safety concerns, provide input regarding safety issues, initiate corrective action to resolve immediate problems, recommend corrective action for long term safety issues, and report all injuries to department supervisor.
- Assist in maintaining the organization of the Transfer Station work areas, participating in the disposal of materials and debris in an appropriate manner, so that ongoing cleanup is achieved.
- Utilize proper safety precautions related to all work performed, maintain compliance with safety procedures, including personal safety clothing and equipment requirements and all hazardous and bio-hazardous waste procedures.
- Perform related assignments associated with refuse disposal operations.

QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities described below, necessary for satisfactory job performance, such as one year experience in an industrial or factory facility; customer service/public contact experience desirable. Employee must satisfactorily demonstrate possession of required knowledge, skills and abilities during a prescribed

probationary period and must continue to maintain these attributes throughout the duration of employment.

Knowledge, Skills and Abilities

Knowledge of:

- Purposes and uses of a variety of office equipment, including computer.
- Hazards and safety precautions applicable to all job assignments, including, but not limited to, office operations, hazardous and bio-hazardous materials identification and handling, company rules, and working in close proximity to machinery and equipment;

Ability to:

- Learn Transfer Station facility operations and requirements;
- Calculate load size in yards;
- Deal with a broad range of people in a courteous, tactful and fair manner;
- Perform assigned tasks in a safe manner, abide by safety rules, observe and identify safety hazards to self and fellow employees, and effectively resolve safety hazards of an immediate nature;
- Recognize, detect, and report hazardous and bio-hazardous materials;
- Understand and carry out oral and written directions and effectively communicate oral directions to co-workers and to the public;
- Establish and maintain cooperative relationships with supervisors, other employees, and the public;
- Maintain accurate records and computer input, perform mathematical calculations, and accurately conduct cash transactions.

EXAMPLE OF EQUIPMENT USED

Performs tasks in immediate proximity to mechanized and motorized vehicles and equipment and utilizes office equipment.

ENVIRONMENTAL CONDITIONS

Work is performed both indoors and outdoors, mainly on ground floor level, in a large, open facility in both hot and cold weather. Temperature extremes will vary depending on seasonal exposure. Both stationary mechanized equipment and heavy motorized equipment and vehicles operate within and around the facility on an ongoing basis, creating noisy and dusty conditions. There is potential for exposure to oily, wet and icy surfaces, gases, chemical and particulate irritants, airborne pathogens, bio-hazard materials, and hazardous waste materials, such as motor oil, solvents, cleaners, batteries and chemicals. This position involves working closely with others. Equipment at the job site presents an exposure to moving and vibrating equipment, noise and dust, as well as occasional mechanical and electrical hazards.

Standing and walking is required for continuous periods of up to 9.5 hours during a 10-hour shift. Breaks are taken intermittently. Safety equipment is available to each employee and its use is mandatory for specific tasks.

PHYSICAL DEMANDS

Requirement

Must pass a pre-employment physical examination by a company physician based on this job

description, and subsequent physical evaluations as may be deemed necessary, must pass a pre-employment drug screen and participate in the ongoing company drug testing program.

Hearing

Normal hearing and ability to speak clearly to communicate with co-workers and the public under active, noisy conditions. Hearing must also be adequate to distinguish direction from which sound emanates.

Vision

Normal, corrected vision is necessary on a continuous basis for the majority of all duties.

Coordination & Dexterity

Finger dexterity and arm-hand steadiness to work accurately and efficiently with office equipment, including computer. Must have coordination and ability to balance for periods while moving throughout the Transfer Station facility, up and down stairs, over objects and near uneven surfaces. Must be able to bend, stretch and reach on an intermittent basis, such as to perform load checking on large trucks, clear debris and lift awkward objects. Must have sufficient range of motion to lift arms to shoulder height, and above and below, for such activities as load checking and picking up debris.

Physical Strength

Must have muscle force to lift and carry heavy objects ranging up to 25 pounds and to leverage, push and pull objects ranging up to 50 pounds and the trunk strength and stamina for intermittent bending, twisting, pulling, and standing during regular shift.