

# Alto Lakes Water & Sanitation District

## **JOB DESCRIPTION**

**TITLE: Collection Center Attendant**  
**REPORTS TO: Lead Attendant**

**Definition:** Provides daily operation of the Alto Lakes Collection Center. Interacts with customers providing customer assistance as needed along with direction and guidance with respect to their recycling and waste disposal activities. Understands the allowable materials managed by the facility, as defined by the New Mexico Department of Solid Waste Rule [§20.9.NMAC] and uses this knowledge to educate the customers utilizing the facility.

### **Distinguishing Characteristics**

Attendant is expected to greet and assistance to every customer as needed. This position is distinguished by the duties assigned including day-to-day efficient operation of the Collection Center, and communication skills for working with customers.

### **Supervision Received and Exercised**

Receives general supervision from the Lead Attendant.  
Exercises no functional supervision.

### **Specific Duties and Responsibilities:**

1. Greets the public and provide assistance
2. Advises the public what is and is not acceptable at the Facility
3. Informs the public of any special instructions that may apply to disposal of the materials delivered
4. Determines quantities of bulky materials and collects appropriate disposal fee
5. Directs vehicles to appropriate area for off-loading of recyclable and solid waste materials
6. Assists public in placing recyclable and waste materials in proper containers
7. Visually screens solid waste materials for acceptability and directs the removal of unacceptable wastes
8. Performs general cleanup and necessary housekeeping duties that may be required to keep the Convenience Center clean and pleasing to the public;
9. Operates compactor equipment as needed to ensure maximum waste density;

### **Additional Duties:**

1. Answers questions that may be asked by the public regarding collected items;
2. Rejects materials that are not acceptable at the Convenience Center;
3. Cleans up debris when containers attached to compactors are collected;

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### Physical Requirements:

*Overall Strength Demands:* The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary     Light     Medium     Heavy     Very Heavy

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

#### Codes for "how often":

Y = Yes

N = No

E = extensive  
(100-70%)

M = moderate  
(60-30%)

I = infrequent  
(20-10%)

A = almost never  
(<10%)

| Task        | Code | Task               | Code | Task          | Code | Task              | Code |
|-------------|------|--------------------|------|---------------|------|-------------------|------|
| 1. Standing | E    | 6. Pushing/Pulling | M    | 11. Crawling  | A    | 16. Vision        | Y    |
| 2. Sitting  | M    | 7. Overhead Work   | M    | 12. Bending   | I    | 17. Hearing       | Y    |
| 3. Walking  | E    | 8. Fine Dexterity  | A    | 13. Twisting  | I    | 18. Talking       | Y    |
| 4. Lifting  | E    | 9. Kneeling        | I    | 14. Climbing  | I    | 19. Video Display | Y    |
| 5. Carrying | M    | 10. Crouching      | I    | 15. Balancing | A    | 20. Other         | N    |

#### *Machines, Tools, Equipment and Work Aids:*

Occasional operation of basic hydraulic pump & compactor equipment. Computer skills and database understanding an asset.

### Minimum Qualifications:

- High School Diploma or equivalent
- Applicable experience
- Willingness to learn and eagerness to succeed

### Conditions of Employment:

- Must pass a drug test, and criminal history background check
- Must be willing to work extended hours when necessary

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### **Preferences:**

- Good physical health and the ability to work outdoors and be able to lift up to 50 lbs
- Ability to communicate effectively both verbally and in writing
- Safe work practices

***This job description is not an employment agreement, contract agreement, or contract.***

***Management has exclusive right to alter this job description at any time without notice.***