EMPLOYMENT OPPORTUNITY WITH THE CITY OF CRESTON

Part-time Compost Site Attendant – approximately 9 hrs. per week

Job description is available at City Hall, or www.iowaworkforce.org, or below
Applications can be completed at the City Clerk's office in the Creston City Hall, 116 W. Adams Street, Creston, Iowa 50801.

Deadline: December 14, 2012, 2 PM

EOE

COMPOST SITE ATTENDANT
11/27/2012

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.

SUMMARY DESCRIPTION
Under the direction of the Public Works Director, provide supervision and oversight to Compost Site.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

ESSENTIAL FUNCTIONS OF JOB

- Performs general maintenance, to include litter and debris removal, facility and rest room cleaning.
- Direct members of the public in sorting and disposing of composting materials.
- Assist customers by providing information related to composting rules and fees.
- Direct customers to proper drop-off and pick-up areas.
- Answer customer questions.
- Ensure customers do not leave unacceptable materials or waste at the drop-off facility.
- Must be able to work weekends and evenings, with or without notice, and assist other departments as needed.
- Must exercise independent judgment and initiative and should be able to handle tasks with integrity and with a minimum degree of supervision when required.
- Routinely inspects conditions of facilities for safety. Takes action to correct discrepancies.
- Report problems or needs to management.
- Performs other related duties as assigned.

EDUCATION & EXPERIENCE GUIDELINES
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:
High School Graduate or GED

Experience:
Customer Service, mechanical aptitude helpful

Licenses/Certificates/Special Requirements:

1. Certified in First Aid and CPR is preferred.
2. Must be at least 21 years of age.

Competencies:

1. Dependability
2. Problem solving/Issue Analysis
3. Productivity

4. Teamwork
5. Excellent written and oral communication skills
6. Customer focus

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, carry, push and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.