

POSITION: RUBBLE SITE ATTENDANT

Reports to: Public Works Superintendent
FLSA Status: Part-time, Non-exempt
Pay Grade: 3

SUMMARY: The **Rubble Site Attendant** is responsible for maintaining the City's rubble site to comply with State and Federal requirements, and for inspecting loads, directing drivers, greeting patrons and performing cashier duties.

ESSENTIAL FUNCTIONS:

- Inspect loads, collect fees and direct drivers to areas of rubble site based upon load contents; decline and redirect loads containing materials not in compliance with site regulations
- Answer telephone; respond to questions regarding prices, hours of operation, and general directions
- Operate and perform maintenance and service work on certain types of heavy equipment
- Ensure tools and equipment are used safely and that all personal protective equipment is used properly; initiate requests for repair or replacement of tools and equipment when necessary
- Perform various maintenance duties to maintain clean and safe facilities and grounds
- Assist with snow removal and ice control procedures at the rubble site
- Assist with building maintenance and repairs

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Public Works Superintendent and/or to assure the success of department operations and services

QUALIFICATIONS AND REQUIREMENTS:**1. Education and Work Experience**

- High School Diploma or GED required, or equivalent combination of education, experience and training

2. Skills, Knowledge and Abilities

- Should have general knowledge of occupational hazards connected with rubble site and refuse
- Should have general mechanical ability and knowledge of tools and equipment used at rubble site
- Must have knowledge of correct operation of trucks, tractors and loaders
- Must have good interpersonal skills, with the ability to adapt to various situations and people
- Must be able to read directions, plans and maps; be able to calculate amounts and measurements
- Must be able to work independently, as well as in a team environment

3. Physical Capabilities

- Wide variety of physical activity required: may include extended periods of strenuous activity, including heavy manual labor, lifting up to 75 pounds, digging, carrying, climbing, stooping, reaching, pulling, crawling through narrow accesses, and withstanding exposure to variable weather conditions
- Must have the ability to operate a variety of heavy equipment, including trucks, snow equipment, loaders, backhoes and sweepers
- Must have the ability to work outside, and in all types of weather

4. Additional Requirements

- Must have valid South Dakota driver's license

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date