

**City of Sallisaw  
Job Description**

**Job Title:** Landfill Attendant

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**Exempt (Y/N):** No

**Date:** July, 2003

**Department:** Landfill

**Reports To:** Sanitation Superintendent

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**SUMMARY**

The incumbent is responsible for running the scale house at the landfill; weighs trucks and city cash customers, runs computer scale, issues charge and cash tickets, collects money and prepares deposits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

1. Weighs all units in and out of landfill.
2. Issues charge or cash ticket and collects money.
3. Makes out daily reports, monthly, quarterly and yearly reports for all transactions of the landfill.
4. Keeps tonnage records of special city projects.
5. Prepares paperwork for monthly random inspections, per ODEQ permit.
6. Prepares and makes deposits.
7. Inspects all loads for metal, tires and batteries and directs customers to the area for unloading.
8. Answers phone and maintain a clean office at the landfill.
9. Responsible for closing office, locking door and front gate every evening.
10. Performs other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and 7 to 11 months related experience and/or training; or equivalent combination of education and experience. Must have general computer knowledge.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

**INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with immediate associates only and occasional routine contact with persons outside the organization. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Waste Screen Certification – State of Oklahoma, DEQ (obtained through the City). Must have a valid Oklahoma Driver's License with driving record suitable to the city's insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee must be able to talk and hear; sit for extended periods of time. Employee must be able to smell. The employee must be able to stand; walk; use hands to finger, handle and feel; reach with hands and arms; climb and balance; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is at risk of vibration. The incumbent may be exposed to fumes and airborne particles.

The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the corporate limits of the City of Sallisaw, Oklahoma.

Approved:   
City Manager

Date: 10/28/14

Date Modified: 9/20/2012; 10/28/14