



Greenwood County, SC Job Description

FLSA: Non Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Site Attendant	Department: Public Works	
Pay Grade: 102	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to assist the public in disposing of waste at the Greenwood County Convenience Centers; ensures proper placement of waste; keeps public informed of services and answers questions.

Works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Directs traffic and instructs individuals where to unload various types of waste.

Operates waste compactor; requests empty containers as needed.

Cleans equipment and concrete pads; assists with grounds maintenance.

Exercises care and safety in the use of equipment and tools required to complete job tasks.

Additional Duties:

Monitors use of site; reports unauthorized use.

Performs related work as assigned.

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Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects data, people, or things against a standard.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic addition and subtraction, such as making change or measuring.

Communications Requirements:

Communications involves the ability to read, write, and speak.

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Reads simple sentences, instructions or work orders; writes simple sentences and completes simple job forms; speaks simple sentences using basic grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is minor – affects only those in immediate work area.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

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Performs medium work that involves frequent walking, standing, stooping, stretching, or lifting. Also involves exerting up to 20 of force on a regular and recurring basis.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Entry level education for this position does not require completion of high school.

No prior experience is required.

Special Certifications and Licenses:

None

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Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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