

RESOLUTION NO. 14-7997

**RESOLUTION TO ADOPT THE JOB DESCRIPTION OF  
GREEN WASTE ATTENDANT**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, the Public Works Director and the Human Resources Director have created a new job description titled Green Waste Attendant; and

**WHEREAS**, it has been determined that there is a need to add a new classification titled Green Waste Attendant to our Salary and Position classifications. This position will provide an employee on site to monitor and assist the public in the disposal of green waste materials and to ensure that no unpermitted materials are deposited; and

**WHEREAS**, the salary range of 1227 is consistent with that of the existing Building & Grounds Maintenance Worker I position; and

**WHEREAS**, the job description of Green Waste Attendant has been provided to Operating Engineers for a meet and confer of which the Director of Human Resources has received written notification that the Union has no issues in moving forward on this position.

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to add the job classification of Green Waste Attendant at the salary range of 1227.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 19th day of August 19, 2014 by the following vote:

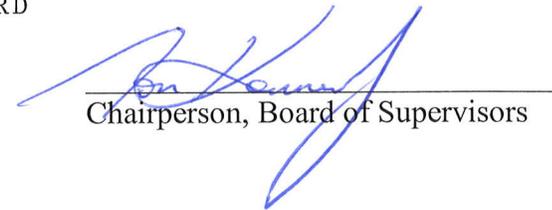
AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY

NOES: Supervisors NONE

ABSENT: Supervisors SWOFFORD

ATTEST:

  
Clerk of the Board

  
Chairperson, Board of Supervisors

## **GREEN WASTE ATTENDANT**

### **DEFINITION**

Under general supervision, performs a variety of assignments related to the monitoring and coordination of public deliveries at green waste collection facilities.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents initially work under close supervision in a training and learning capacity. When sufficient job knowledge is obtained and sound work habits have been demonstrated, an incumbent will be expected to work with little or no supervision.

### **REPORTS TO**

Solid Waste Administrator or designee

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **GREEN WASTE ATTENDANT - 2**

### **EXAMPLES OF DUTIES**

Inspects green waste materials delivered by the public to ensure that no unpermitted materials are deposited, directs public with the orderly deposition of green waste; calculates volume of green waste delivered to collection facility, collects appropriate fees and makes change when necessary; writes receipts to the public for payment received; Monitors the safe disposal of green waste including safety and fire monitoring and suppression, as necessary, utilizing a fire extinguisher and fire hose. Performs a variety of unskilled and semi-skilled duties in the maintenance of the green waste collection site.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 100 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

### **TYPICAL WORKING CONDITIONS**

Work is performed outdoors in varying temperature, weather, and humidity condition; work is performed in environment with constant noise; exposure to moving equipment; constant contact with the public.

## GREEN WASTE ATTENDANT - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Safe driving practices and the California Vehicle Code relating to the operation of motor vehicles.
- Work safety practices.

#### Ability to:

- Performs a variety of unskilled and semi-skilled duties in the maintenance of the green waste collection site
- Utilize a fire extinguisher and hose reel.
- Calculate volume.
- Collect fees and make change as necessary
- Maintain basic records.
- Perform light physical labor.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.
- Establish and maintain cooperative working relationships with the public.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous work experience with public contact is highly desirable.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.