

## Brooks County Landfill Clerk

### Description:

Landfill clerk is responsible for accepting and posting payments, reconciling monies for deposit and other clerical needs. In addition, the Landfill clerk assists the Landfill Supervisor with administrative duties to keep the facility in compliance with all local, state and federal regulations and county policies.

### Reports to:

Landfill Supervisor

### Duties:

- Perform duties in a safe manner to ensure the facility is in compliance with all local, state, and federal regulations and county policies.
- Accepts and posts payments for residential and business waste disposal
- Creates invoices for businesses and entities to be billed at month's end
- Reconciles monies for cash drawers and deposits
- Performs record keeping on all transactions
- Responsible for the timekeeping records for all facility employees; monitors and documents sick leave, vacation days, personal days and compensatory time
- Processes requests for time off and seeks approval for the requests from the Landfill Supervisor
- Holds monthly safety meetings on various topics related to site operations
- Coordinates education courses and trainings necessary to keep facility in compliance with all local, state and federal regulations
- Responsible for ordering office/facility supplies and securing purchase order numbers with the approval of the Landfill Supervisor
- Facility grounds maintenance including but not limited to mowing, trimming and litter abatement of facility grounds, surrounding areas and facility access roads
- Screen incoming loads to ensure prohibited wastes are not disposed at the facility
- Direct customers to ensure waste is disposed in the proper designated areas
- Remove any waste not disposed in the proper area and relocate the waste
- Assist with general housekeeping of offices and buildings.
- Professional interaction with all customers
- Other duties as assigned

Requirements:

- Ability to perform physical requirements of the job (prolonged physical exertions, including lifting, carrying, reaching, bending, pushing, pulling, walking and climbing)
- Ability to work overtime, weekends, and/or holidays.
- Ability to work in various conditions with exposure to weather elements.
- Able to communicate effectively and professionally and able to follow written and verbal instructions.
- Additional skills may be required to perform other task(s) specific to facility's needs

Minimum Qualifications:

- Legally eligible to work in the United States
- Must have valid driver's license
- Must be at least 18 years old.
- Must be able to read and speak the English language well enough to communicate, understand, and respond to questions, directions, traffic signs, signals, and safety training.
- Must complete Waste Screening Course within 1 year of hire date

Working Conditions:

- Exposure to extreme weather conditions
- Exposure to dust, dirt, noise, heat, cold, and fumes.
- Exposure to residential and commercial waste.
- Exposure to equipment traffic.