

BANDERA COUNTY
Job Description

JOB TITLE: Collection Station Operator

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: Operate the Citizen Garbage Collection Station in the assigned area.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Commissioner
2. Directs: N/A

GENERAL STATEMENT OF DUTIES:

Operates the Collection Station and collects the appropriate fees from the users.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Operates compactors and collects fees from users;
- * Keeps track of funds received and turns in money and reports to the County Treasurer;
- * Orders container replacements as needed to ensure efficient operation;
- * Maintain yard in a litter free manner on a consistent basis;
- * Regular attendance is required;
- * Lift 25-50lbs frequently and more than 50lbs occasionally;
- * Other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * Ability to deal with the public;
- * Ability to count money and give correct change;
- * Ability to communicate both orally and written.

PHYSICAL REQUIREMENTS:

- * Ability to lift 25-50lbs frequently and more than 50lbs occasionally;
- * Requires extended periods of standing and walking in an outdoor environment frequently, and adverse weather conditions occasionally;

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Created 11/29/11, Revised 6/13/13, 6/26/14

- * Ability to work weekends;
- * Frequent walking, standing, bending, and twisting;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * Must be bondable;
- * High School graduate or GED equivalent;
- * Valid Texas Driver's License.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
(Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: __06-26-2014_____
(Date)

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