

**POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA**

POSITION: Compost Attendant
DEPARTMENT: Recycle
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: January 2022
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Porter County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Compost Attendant PT for the Porter County Recycle Department, responsible for inspecting materials, recording relevant information, and directing residents and contractors.

DUTIES:

Inspects all incoming materials for content and volume. Reviews acceptability and class of materials. Records information and delivers documentation to County office and reports any discrepancies for review.

Records volume and types of organic materials brought to and removed from compost sites by residents and contractors.

Verifies residency and needs with the public and contractors. Directs residents and contractors to proper locations to deposit materials. Provides up to date information and guidance regarding rules and regulations.

Opens and secures composting sites.

Completes timesheets as required.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years old.

Ability to meet all Department hiring and retention requirements, including passage of written examination.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of recycling, including acceptable materials and proper methods of recycling and disposal.

Working knowledge of assigned Department trucks and equipment with ability to follow safety measures.

Working knowledge of standard English grammar, spelling, punctuation, with ability to prepare correspondence and activity reports.

Ability to properly operate a variety of hand and/or power tools in performance of duties, including brooms and other equipment as needed.

Ability to physically perform assigned duties, including sitting/walking at will, lifting/carrying objects weighing less than 50 pounds, handling/grasping objects, close/far vision, hearing sounds/communication, and speaking clearly.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision.

Ability to perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating.

Ability to regularly work weekends.

Possession of a valid driver's license with demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with work priorities determined by a supervisor and seasonal deadlines. Assignments are performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties.

Incumbent reports directly to Operator.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, lifting/carrying objects weighing less than 50 pounds, handling/grasping objects, close/far vision, hearing sounds/communication, and speaking clearly. Strain is not prolonged, and effort is extended for short periods of time.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties outdoors and in a garage/shop, including exposure to extreme temperatures, wet/icy surroundings, dust, and dirt. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent regularly works weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Compost Attendant PT for the Porter County Recycle Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____ No_____

Applicant/Employee Signature

Date

Print/Type Name