

# POSITION DESCRIPTION

## Henry County Commissioners

<b>CLASSIFICATION TITLE:</b>	Solid Waste Clerk
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FLSA STATUS	Nonexempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	N/A	REPORTS TO	Solid Waste Manager
CIVIL SERVICE STATUS	Classified	DIVISION	Solid Waste/Landfill

### **DISTINGUISHING JOB CHARACTERISTICS**

Prepares and administers Solid Waste Management Plan and performs related administrative duties. Operates scales to weigh trucks delivering materials to the County transfer station and performs general clerical and bookkeeping tasks to provide administrative support to County solid waste operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.*

Updates Solid Waste Management Plan for submission to Solid Waste Manager and Solid Waste Board for review and approval prior to submitting to EPA. Works and coordinates plan updating efforts with consulting engineers and EPA representatives. Collects landfill and EPA data and requirements and compiles into reporting form.

Sets up meetings with the Solid Waste Committee and Litter and Prevention Committee and provides input.

Writes and submits grants to EPA for special Solid Waste Programs.

Monitors operations and assists Solid Waste Manager in administering approved Solid Waste Plan. Maintains contact with EPA to solicit information and interpretations of requirements and resolve operating problems to ensure compliance. Assists in the implementation of new regulations and standards.

Operates scales to weigh trucks delivering material to the transfer station, tire business or concrete business. Greets customers, weighs truck with materials and without, and makes basic mathematical calculations to determine material weight and costs.

Collects money, issues receipts and change to customers and posts moneys received into bookkeeping system. Maintains general bookkeeping records and balances basic accounts. Counts money, prepares bank deposits and balances bank statements. Completes end-of-month billing to charge customers and applies payment.

Collects time records, total hours worked and submits payroll to Solid Waste Manager for approval. Maintains sick leave, vacation and other leave records. Posts leave use, calculates accruals, and maintains leave balances.

Answers telephone and provides information of a routine nature. Routes telephone calls, and takes and relays messages. Answers routine complaints and forwards difficult inquiries or complaints to Solid Waste Manager for resolution.

Types, word processes and formats correspondence, records, forms and other documents.

Keeps office clean by dusting, washing floors, and maintaining restroom facility. Keeps transfer area clean by sweeping, using a magnet for nails and separating recyclables.

### **OTHER DUTIES AND RESPONSIBILITIES**

Pays Solid Waste and Landfill bills by preparing purchase orders. Works with Auditor's Office concerning annual budgets for Solid Waste and Landfill. Prepares monthly reports for Commissioners.

### **SCOPE OF SUPERVISION**

None.

### **EQUIPMENT OPERATED**

Computer; fax, copier, calculator, telephone, and other general office equipment; truck scales.

### **CONTACTS WITH OTHERS**

Landfill visitors, EPA Representatives, engineering consultants, general public, and other job contacts.

### **CONFIDENTIAL DATA**

None.

### **WORKING CONDITIONS**

Good office working conditions when working in the office, however, employee is typically exposed to smells, dirt, dust, garbage, and other debris typical to a transfer station. The employee may be exposed to bacteria and leachate. Employee is exposed to weather conditions when working outside, including rain, heat, snow, cold, ice and other inclement weather.

### **USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee exhibits manual dexterity when typing, word processing and entering data into the computer, and when performing other clerical tasks. The employee commonly talks and hears when dealing with the public. The employee frequently sits for extended periods of time, and occasionally stands and walks. Vision demands include close, relatively detailed vision, with the ability to adjust focus when typing or reading a computer screen.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** standard office practices and procedures; basic computer operations; basic mathematical principles; single-entry bookkeeping.

**Ability to:** learn and become knowledgeable of Ohio Revised Code and Environmental Protection Agency requirements pertaining to landfill, transfer station, and tire business operations; prepare comprehensive solid waste management plans; accurately record data; compile technical information and present in organized report form, apply EPA requirements and Solid Waste Management plan to practical situations and problems; develop and maintain effective working relations with EPA, representatives, associates, supervisors and the general public; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages, file documents in alphabetical, numerical and subject order.

**Skill in:** routine typing and word processing; application of Microsoft Word, Excel and other job software; operating standard office equipment; operating scales.

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High School Degree, GED or equivalent experience, including experience operating a cash drawer and performing clerical and administrative tasks. Coursework, training or experience in typing, computer operations, and application of Microsoft Word and Excel. Demonstrable ability to maintain good public relations with general public.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

None.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

### **MANAGEMENT APPROVAL**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Commissioner's President Date

### **EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will perform, the duties and requirements specified in this job description.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Employee Date