

**SOLID WASTE DEPARTMENT
TRINITY CENTER**

**GATE ATTENDANT I
\$10.02 - \$12.19**

**Applications will be accepted until 4:00 p.m., December 9, 2009
An eligibility list will be formed for extra-help, part-time and on-call positions.**

DEFINITION:

Under supervision, to learn to evaluate solid waste loads, calculating fees; to provide instructions and disposal information at the transfer sites to the public; to calculate solid waste volumes; to oversee the actions of the site users; to learn to maintain records associated with transfer sites; and to do related work as required.

QUALIFICATIONS:

Knowledge of:

Basic arithmetic.
Basic report keeping procedures.
Basic cashiering techniques and practices.
Safe work practices and procedures.

Ability to:

Maintain accurate records.
Learn to operate computerized scale and fee computation equipment.
Learn fee computation methods.
Receive money and make change.
Deal tactfully and courteously with the public and other County staff when providing information.
Make basic mathematical calculations.
Understand and carry out oral and written instructions.
Read and write at the level required for successful job performance.
Prepare basic reports.
Establish and maintain cooperative working relationships.

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:

Prior work experience involving the handling of cash and including extensive public contact is desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Ability to be bondable.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.