

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

<b>CLASSIFICATION TITLE:</b>	<b>LEAD CONVENIENCE CENTER ATTENDANT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING</b>

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### PURPOSE OF CLASSIFICATION

The purpose of this job is to perform general/manual work associated with operation of the Rutherford County Convenience Centers. Duties and responsibilities include assisting the public with disposal of trash and recyclable materials, directing separation of disposable/non-disposable materials, cleaning/maintaining compactor areas and convenience center facilities, operating compactors, monitoring content levels on containers, providing information and assistance, on site supervision of part-time staff, and performing other tasks as assigned. Reports to Convenience Center Coordinator.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Opens/closes recycle center on scheduled days, following established procedures

Secures premises

Ensures continued compliance of State of Tennessee Law as it pertains to convenience center operations

Keeps all material sites clean of trash and debris on a daily basis

Assists the general public with disposal of trash and recyclable materials at convenience centers

Provides information and guidance concerning proper separation of refuse and disposal procedures ensuring that materials are not taken from convenience centers

Assesses materials brought into convenience centers

Identifies nature of materials and determines whether materials are appropriate to be disposed of at convenience center

Explains options for disposal of hazardous materials, toxic materials, or otherwise non-disposable materials

Directs customers with non-disposable materials to landfill or elsewhere as appropriate

Completes work at assigned work station determined by supervisor

Works hours as scheduled

Directs customers in the proper separation of disposable materials

Monitors activities to ensure placement of materials into appropriate bins

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Provides status reports pertaining to convenience center operations to appropriate personnel

Reports compactor gauge readings, damages, problems, or other matters to supervisor

Contacts office or driver on call (Saturday and Sunday only) for pickup of full bins

Reports unauthorized dumping, accidents, damages, fires, or other problems to supervisor or other officials as appropriate

Operates a compactor to compact cardboard

Monitors operations and condition of compactor to measure level of contents, prevent overflowing of materials, and identify potential mechanical problems

Operates/maintains fire extinguisher to extinguish small fires as needed

Cleans/maintains areas around waste bins, recycle bins, open tops, and compactors

Cleans/maintains convenience center building and related facilities

Performs various manual tasks associated with convenience center operations and maintenance, which may include picking up debris/litter, sweeping/raking ground surfaces, cutting grass, applying salt to road surfaces, and lifting bins

Monitors equipment operations to maintain efficiency and safety

Reports faulty equipment

Directs traffic within convenience center as needed

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees as needed

Performs other related duties as required or assigned

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; must be a minimum of 18 years of age; and the ability to complete the physical demands and essential functions of the job. If assigned to the electronic recycling center, must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Include judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

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**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Require the ability to interact with the public and fellow employees in a courteous and professional manner using verbal/nonverbal cues to include voice tone and mannerisms.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

Tasks: Monitoring center activity

Surface: Smooth

Estimated Total Hours:  8  Maximum Continuous Time:  4

**2. SITTING**

Tasks: Very little

Estimated Total Hours:  1/2  Maximum Continuous Time:  30 minutes

**3. LIFTING/CARRYING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X				
11-25 lbs.	X				
26-50 lbs.	X				
51-75 lbs.			X		
76-100 lbs.				X	
>100 lbs.					X

**4. PUSHING/PULLING**

Tasks: Adjusting materials in containers

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**Objects:** Rake, broom, or shovel  
**Height of hands above floor during push:** 6 feet  
**Frequency:** Daily

**5. CLIMBING**

**Tasks:** Climbing containers and ladder  
**Device:** Containers and ladder  
**Height:** 6 feet  
**Frequency:** Daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Picking up trash  
**Frequency:** Daily

**7. REACHING**

**Tasks:** Adjusting loads  
**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Hourly	1 minute	50 lbs.
21-36"	Both	Hourly	1 minute	50 lbs.

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	<u>10</u> % of time
Outside	<u>90</u> % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED**

Shovels, brooms, grabbers, compactor, rake, mower, weed eater, hammer, screwdriver, pliers, rock, and sand

**Rutherford County, Tennessee • Lead Convenience Center Attendant**

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**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date