

## NOTICE

The City of Mercedes, an Equal Opportunity Employer, is accepting applications for Part-time **CITIZEN COLLECTION STATION ATTENDANT** in the Public Works Department.

Applications and job duties are available on the City's website at [cityofmercedes.com](http://cityofmercedes.com) or at the City Secretary's office, 400 South Ohio Avenue, Mercedes, TX 78570 between the hours of 8:00 am and 5:00 pm. and will be taken until the positions are filled. For information, please call 565-3114 ex. 138.

## Citizen Collection Station Attendant (Part-Time)

### **General Job Description**

Under immediate supervision, the Citizen Collection Station Attendant performs and provides a variety of tasks included but not limited to work with and assists customers, directs customers to appropriate location within the Citizen Collection Station to unload refuse, assist customers unloading waste, maintains Station usage and related reports and records as assigned, screens refuse to determine compliance with state and Federal Municipal Solid Waste requirements, identifies and removes - or advises supervisor - of hazardous, non compliant materials and performs other duties as assigned or required. Employee must abide by all safety rule and regulations.

### **Essential Tasks**

1. Loads and/or unloads materials, such as trash, garbage, and other materials onto a dumpster.
2. Write reports and records.
3. Assists in cleaning equipment, hand tools and trucks.
4. Required to be on stand-by or on call (waiting to be engaged to work) when necessary.
5. Must follow all safety rules and regulations.
6. Performs other related duties as required or necessary.
7. Operates department equipment.

### **Minimum Qualifications**

1. A high school diploma or GED and six months of relevant experience or closely related duties and responsibilities.
2. A valid TX Class C Drivers License is required.
3. Must have basic knowledge of hand tools to perform normal work as assigned.
4. Must be able to perform heavy manual labor under conditions involving extremes of heat and cold.
5. Must be able to follow orders and work efficiently and productively.
6. Must be able to operate department equipment safely and effectively.

### **Job Evaluation Manual**

*This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.*