



Employment Opportunity

Kittitas County, Washington

POSTED: 4/11/2019

CLOSES: 5/13/2019

SOLID WASTE ASSISTANT

The current vacancy in the Solid Waste Department is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Solid Waste Assistant is responsible for general clerical and records management duties, and will be required to operate the scale at the Kittitas County Solid Waste Transfer Station, fill in at other Solid Waste disposal sites as needed, and perform regular housekeeping duties in the office and at other facilities, with occasional exterior upkeep as needed. Anyone who meets the qualifications stated below may apply. This position will close on 5/13/2019.

SALARY RANGE: \$3,166- \$3,607 per month.

ESSENTIAL FUNCTIONS

Office Support

- Assist customers with payments and answer questions at front counter.
- Perform general office duties to include organization and maintenance of filing systems; perform the duties of records management officer and maintain records in accordance with the record retention schedules.
- Assist Director with permit and grant tracking.
- Maintain spreadsheets on items accepted at Moderate Risk Waste facility.
- Maintain inventory listing and tagging in conformance with County Inventory Policy.
- Clean Oil Tanks at the Ellensburg, Kittitas, and Cle Elum locations; collect and restock flyers at Oil Tank sites.
- Process Vouchers.
- Input payments into Compu-weigh waste accounting system.

Operation of Scale House

- Operate the scale house computer to obtain weight of inbound/outbound customer vehicles.
- Inform customers of charges based on load weight and established fees.
- Direct customers to designated areas for disposal.
- Inspect all waste loads to screen for liquids, regulated and hazardous wastes.
- Complete all forms as required in accordance with the operations plan.
- Record cash received.
- Compute and return accurate change to customers.
- Balance daily collections and receipts and maintain the cash drawer.
- Make nightly deposits at the bank.
- Forward deposit records to the Assistant Director.
- Educate the public about the availability of the County's Solid Waste Programs.
- Fill in at scale houses and other Solid Waste disposal sites as necessary to cover vacations and sick

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

leave, including some Saturdays.

Moderate Risk Waste/Recycling

- Assist the HHW Supervisor with Moderate Risk Waste appointments at the Ellensburg and Cle Elum facilities.
- Assist with educational outreach programs for schools, fairs, community groups, etc. These events may occasionally occur on Saturdays and Sundays.
- Assist with the design and maintenance of the moderate risk waste and recycling flyers.

Battery Collection Program

- Service the Household Battery Collection program.
- Pick up batteries from area sites and process for shipping
- Restock brochures at area sites.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent.
- Valid Washington State driver's license.
- Two (2) years of office experience.
- Two (2) years of customer service experience.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Business arithmetic, use of calculator, use of scales, basic operation of computer.
- Work with the public in a courteous manner yet have the ability be to be firm when needed.
- Follow verbal and written instruction; use good judgment; accept coaching and feedback.
- Work independently in remote locations and as part of a team in an open office environment.
- Experience and ability to work with Excel and Microsoft Publisher.
- Ability to write clearly, handle money transactions and make correct change.
- Maintain records and complete basic forms and acquire knowledge of Solid Waste Policies.
- Ability to work with frequent interruptions and exposure to inclement weather at times.
- Ability to work at different locations with short notice.
- First Aid and CPR certified or ability to obtain certification within six (6) months of hire.
- Hazardous Waste Screening Certification or ability to obtain certificate within six (6) months of hire.
- Hepatitis B Vaccine, ability to obtain upon hire/prior to risk of exposure, or signed waiver.
- 24 Hour Hazardous Material Certification or ability to obtain within one (1) year of hire.

PREFERRED QUALIFICATIONS

- Experience in operation of a computerized scale system.
- Knowledge of Solid Waste Systems.
- Experience with government records retention schedules and records management.
- Experience giving tours and speaking in front of diverse groups of people.

WORKING CONDITIONS

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to hazardous materials and inclement weather, including temperature extremes, and windy/dusty conditions may occur. The position requires frequent interactions with customers; must maintain professionalism at all times and handle frequent interruptions. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, bend forward, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing a variety of terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have adequate hearing and speech to communicate clearly in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

Solid Waste employees who do not already have the Hepatitis B Vaccination will have the option to undergo the series through the Public Health Department at no cost to the employee. Employees who do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer.

Regular attendance and punctuality are required. Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two Professional References and Two Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please describe your cash handling experience. Approximately how many customers did you interact with each day?
2. Describe your experience working with a computerized scale system.
3. What type of documents/files have you been responsible for maintaining? Did these documents have a retention schedule associated with them?
4. The scheduled working hours for this position alternate between Monday through Friday and Tuesday through Saturday. Do you have any concerns?