

## ASHE COUNTY JOB DESCRIPTION

JOB TITLE: CONVENIENCE CENTER CUSTODIAN  
ENVIRONMENTAL SERVICES DEPARTMENT

### GENERAL STATEMENT OF JOB

Under general supervision, oversees the operation of County solid waste collection sites, formally referred to as convenience centers for receiving solid waste and recyclables. Must be able to deal fairly, effectively and courteously with the public through distribution of literature and verbally communicating various required instructions as they pertain to collection of solid waste. Also, will be responsible for overall appearance of and condition of site.

### SPECIFIC DUTIES AND RESPONSIBILITIES

Opens and closes site in accordance with schedule.

Assists public in removing and depositing solid waste, and recyclables in appropriate receptacles.

Provides both verbal and written information pertaining to solid waste and recycling services to public.

Monitors relevant transactions and records data on appropriate documentation.

Cleans and sweeps site including attendant shelter, and provides general maintenance, such as moving and trimming surrounding grounds as necessary in order to keep site appearance in excellent condition.

Spreads salt to remove ice from walkways and warn public of hazards, as well as appraises environmental services personnel of weather/road conditions.

Constantly monitors containers to call for pickup when needed.

Responsible for insuring that no commercial or industrial waste enters site and is referred directly to the landfill.

Makes sure all hazardous, bulky, or non-household waste is properly sorted and segregated.

Performs other related work as required.

#### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, GED, or demonstrable work experience that would provide equivalent combination of training for required skills, knowledge and abilities. Also must be reliable, dependable and trustworthy, with ability to communicate well with the general public.