



# Horry County Solid Waste Authority, Inc.

*"Protecting Tomorrow's Environment Today"*

## JOB DESCRIPTION

### **SITE ATTENDANT - PART TIME**

(\$10.75 per hr.)

## FUNCTION

Under general supervision, operates the recycling centers and provides overall public assistance and education concerning recycling. This position is solely outdoors with little to no shelter from inclement weather or temperatures. The work area is comprised of a large gated area with constant vehicular and pedestrian traffic. Reports to the Supervisor of the Unincorporated Collection System.

## SPECIFIC DUTIES

- Operates the recycling center; opens and closes the center at proper times.
- Greets all customers who utilize recycling center in courteous and professional manner.
- Provides limited assistance to the public in depositing recyclables and waste.
- Communicates the proper procedures for disposing of solid waste and recyclables at the center to the public. Routinely checks containers for contamination and removes it, if possible
- Educates the public concerning what can be recycled and how it should be done.
- Is responsible for enforcing rules and policies relative to recycling and solid waste disposal in the recycling center.
- Ensures that the equipment and grounds are kept clean, free from refuse and trash at all times. Inspects and reports equipment malfunctions to supervisor as soon as it is discovered.
- Schedules all hauling service for the recycling center at proper times with supervisor or representative.
- Responsible for proper traffic flow inside recycling center.
- Is responsible for upkeep and minor maintenance of office unit inside recycling center.
- Performs other related duties as required.
- While performing the duties of this job, the employee is required to stand and walk frequently in direct exposure to all weather conditions with little shelter, extreme temperatures (>90° and <35°).

Bo Ives  
*Chairman*

W. Norfleet Jones  
*Vice-Chairman*

Samuel T. Johnson, Jr.  
*Secretary*

Carl H. Schwartzkopf  
*Treasurer*

Amos C. Berry, Sr.

Pam J. Creech

Michael H. Hughes

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Danny Knight  
*Executive Director*

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29528-1664  
Tel: 843-347-1651  
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- MUST BE ABLE TO WORK 12 HOURS SHIFTS OUTDOORS AND UNDER ALL TYPES OF WEATHER CONDITIONS.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to physically operate an automobile and variety of equipment and machinery, i.e. compactor.
- Skills in the use and upkeep of small tools and equipment i.e. rakes, shovels, etc.
- Ability to lift up to 45 pounds from ground level to place up to 35" high, move up to 5 feet at a time and then return to ground level.
- Ability to exert up to thirty-five pounds of force using a tool attached to a long tubular handle to lift, carry, push, pull or otherwise move objects.
- Ability to bend to reach ground level to pick up objects of various sizes and weight on an ongoing and regular basis.
- Ability to reach overhead with both hands to latch doors and to also hold metal doors upright with minimal effort while latching.
- Ability to climb and descend stairs on a regular and routine basis during shift.
- Ability to perform simple record-keeping, i.e., pull reports, accident reports, etc.
- Ability to follow oral and written instructions.

MINIMUM EDUCATION AND EXPERIENCE

- High School graduate or equivalent preferred.
- One or more years experience working with the public.
- Valid South Carolina Driver's license.