

## ENVIRONMENTAL SERVICES CASHIER

**GRADE 20**

*FLSA: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs intermediate clerical work assisting customers, receiving and posting payments, and receiving, balancing and depositing money, preparing and maintaining records for the solid waste management scale house; does related work as required. Work is performed under limited supervision. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS**

#### **Assists customers, receives and posts payments, balances and deposits money; prepares and maintains records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages scale house operations.
- Provides customer service; assistance and information related to recycling and disposal to residents and commercial customers.
- Enters transactions into computerized scale system; checks and reviews data for accuracy and completeness.
- Receives payments for disposal fees; enter transactions; issues receipts and forwards revenue to as appropriate.
- Coordinates and communicates with on-site staff, managers and contractors.
- Inspects incoming vehicles for unauthorized waste.
- Tracks and manages all incoming and outbound loads.
- Operates a variety of office equipment; performs light maintenance on office equipment as needed..
- Balances money drawer.
- Manages traffic flow.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of environmental regulations; some knowledge of the practices, techniques, procedures and equipment used at a collection site; ability to operate standard office machines, including cash register and computer terminal; ability to perform detailed record work; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

High School diploma or GED and moderate general office and customer service experience or equivalent combination of education and experience.

### **PHYSICAL REQUIREMENTS**

This is light work requiring the exertion of 20 pounds of force occasionally, up to 10 pounds of force frequently, and negligible amount of force regularly to move objects; work requires crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS**

None.

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