CRAVEN COUNTY, NORTH CAROLINA
Employment Vacancy Posting

POSITION:	**Convenience Site Attendant – Part Time (Position #76-2)**
LOCATION:	**Solid Waste Department**
HIRING RANGE:	**$11.21/hour**
JOB TYPE:	**Part-time/Permanent/Non-Exempt**
POSTING DATE:	**October 11, 2013**
DATE AVAILABLE:	**Immediately**
CLOSING DATE:	**Open Until Filled**

PRIMARY PURPOSE OF POSITION
The primary purpose of this job is to assist the public at County convenience sites. This position ensures all waste brought to the site is placed in the proper location and collects refuse stickers from citizens disposing of household waste.

ESSENTIAL JOB FUNCTIONS
Works in cooperation with roll-off driver in loading and unloading trash containers in their appropriate place. Assists the public as to what containers their recyclable and other refuse are to be placed in and ensures that recyclables are not mixed with non-recyclable items. Inform the public as to what can and cannot be placed in the convenience site. Assists public in unloading of appliances, furniture and other items as needed. Cleans convenience site grounds. Maintains the compactor by keeping it greased and fluid checked at all times. Ensure that all waste brought to the site does not exceed the maximum load size per trip (one pickup truck or small trailer). Ensure that no commercial waste is brought into the center. Contact appropriate people by telephone to request a full container be pulled. Record and maintain haul data records. Collect refuse stickers from all bags that are brought to the site for disposal, and keep a separate account of stickers brought on Thursdays and Sundays.

ADDITIONAL JOB FUNCTIONS
Ability to accept temporary assignments at any other Convenience Sites, other than the Site to which employee is permanently assigned. Other duties as may be required to efficiently maintain and operate the convenience site. Additional work hours as may be required.

Work Hours may include:	Tuesday, Thursday or Saturday	7:00 a.m. - 6:30 p.m.
	Sunday	1:00 p.m. - 6:30 p.m.

MINIMUM EDUCATION AND EXPERIENCE
Any combination of experience and training which will provide for the required knowledge, skills, and abilities. Must be physically able to operate a variety of tools and equipment used in the collection, disposal and clean-up of solid waste material and the site. Requires physical abilities such as lifting, bending, stooping, and pushing. Must be physically able to operate a compactor and to perform such physical labor as may be needed to clean and maintain the convenience site. Work involves some sitting, but most of the time involves walking, standing, stooping, and lifting. **This is a part-time position averaging 17 hours per week at the Hickman Hill Convenience Site.**

HOW TO APPLY
Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from http://www.oshr.nc.gov/jobs/general.htm. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Rusty Cotton at 252-636-6659.

Craven County is an Equal Opportunity Affirmative Action Employer.

Craven County

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Form JV-3 revised 07/16/13