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## Gatekeeper - Landfill

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**Civil Service:** Yes

**Classification:** Non-exempt

**Department:** Landfill

**Department #** 840

**Reports To:** Landfill Supervisor

**Last Updated:** March 2022

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### I. Summary of Position

The Gatekeeper - Landfill is a permanent, part-time, hourly position serving under the direction of the Landfill Supervisor. The Gatekeeper provides clerical and manual skills for efficient operation of the Landfill.

Responsibilities of the Gatekeeper include custom contact, computer use, receiving and processing payments, monitoring systems and other support duties. The Gatekeeper is also responsible for upkeep in administrative areas to ensure a safe and clean workspace.

### II. Duties and Responsibilities

**A. Core Duties and Responsibilities** - The following duties are the primary in this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Receives incoming calls and answers questions regarding landfill operations, and provides costs and instructions for disposal of hazardous or special wastes.
- Weigh and make appropriate charges for materials coming into the Landfill.
- Inquire as to what waste is on a particular load so as to prevent hazardous waste from entering the Landfill.
- Establish good relations with trash haulers and the public.
- Complete the appropriate paper work on special waste that is accepted at the Landfill, which includes information provided for semi-annual report for DNR and Department Head.
- Keep a daily and monthly total of tons of waste and dollar volume of waste the enters the Landfill.
- Direct waste haulers to appropriate disposal areas and checks all loads coming into the Landfill to see that they are covered to prevent littering.
- Maintain required paperwork for community service workers.
- Coordinate reporting with Recycling Center.
- Maintain records on raw materials used by the landfill.
- All Solid Waste employees are expected to assist with carrying out the Targets and Objectives included in the Environmental Management System (EMS) program and will serve on the EMS Core Team when assigned.

**B. Additional Duties and Responsibilities** - The following tasks are necessary for operations of the landfill, but may be shared with or performed by other staff members. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Monitors and maintains office inventory, supplies
- Keep the office building clean inside and out as needed
- Assist with outside duties like mowing, watering plants, landscaping, litter collection along roads

- Other duties as assigned

**III. Qualifications** - The ability to perform the Core Duties and Additional Duties listed above and:

**A. Education/Training/Certifications**

- High School diploma or equivalent required
- Possess and maintain a valid Iowa Driver's license

**B. Skills**

- Experience with Microsoft Office Suite (Outlook, Word, Excel) required
- Ability to maintain records and reports

**C. Competencies**

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Deductive Reasoning - Ability to apply general rules to specific problems to produce answers that make sense
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.
- Planning/Organizing - Uses time efficiently; sets goals and objectives.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**D. Physical Abilities**

- Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions
- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer, scanner, and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring

moderate skill, such as typing.

- Ability to sustain prolonged visual and mental concentration. The employee is frequently required to talk and hear.
- Ability to exert light physical effort in sedentary to light work, which may involve some combination of frequent sitting, standing, walking, using stairs, lifting, carrying, kneeling, pushing, and pulling.
- The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

#### **IV. Typical Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is performed predominantly in an office environment, but may require some work outside. Working conditions require high attention to detail. A typical workday may involve exposure to disagreeable elements, in moderate intensity, on an intermittent basis. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust, and hazardous equipment.

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date