



# JOB OPENING

## Troup County Government

REVISED

<b>Position:</b> Convenience Center Attendant (Part-Time)	<b>Dept:</b> Sanitation	<b>Salary:</b> \$ 9.00/Hr
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Under general supervision manages on-site activities and performs a variety of customer service and manual labor tasks associated with the operation of the County's convenience center.

**The qualified candidate will have:**

- ⇒ Must be at least 18 years of age
- ⇒ Ability to supervise inmates
- ⇒ Strong oral, written and interpersonal communication skills
- ⇒ Must be able to read, write and perform basic mathematical functions
- ⇒ Must be able to lift and/or move items weighing up to 50 pounds
- ⇒ Skill in dealing with the public and providing customer service
- ⇒ Must pass background check
- ⇒ Must be able to pass a physical exam

**Essential duties and responsibilities include the following:**

- ⇒ Assists customers with unloading materials at assigned county facilities
- ⇒ Directs and instructs customers on various waste management and recycling services and policies
- ⇒ Acts as County representative and main point of contact for on-site customer needs, concerns and emergencies
- ⇒ Maintains a clean, orderly, organized and safe public refuse and recycling facility
- ⇒ Utilizes appropriate safety equipment and procedures
- ⇒ Travels to job sites, other county facilities, etc as required
- ⇒ Physically loads, unloads, manipulates and manages a variety of materials
- ⇒ Performs minor building maintenance duties utilizing hand and power tools typical to building maintenance
- ⇒ Performs routine operator maintenance on assigned portable and mobile equipment including lawn mowers, weed cutters, trimmers and snow blowers, including cleaning, lubricating, fueling, etc
- ⇒ Performs all other related duties as assigned

***Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #:04182017 Convenience Center Attendant (P/T)

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace**