

*CLASS SPECIFICATION FOR*  
**Landfill Attendant**

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**GENERAL STATEMENT OF DUTIES:** Assists citizens in the use of landfill public use areas; operates equipment in public use areas; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class oversees the activities of the landfill public use areas during normal hours of operation and provides information to the public about County regulations concerning solid waste disposal and recycling. The incumbent supervises the work of Laborers, Equipment Operators and Utilities Cashiers and works under the supervision of the Landfill Manager. The incumbent demonstrates the ability to deal firmly and assertively with citizens in matters concerning use of the landfill public area and recycling regulations. The incumbent also demonstrates the ability to communicate effectively with other employees and the ability to operate equipment to keep landfill public use areas clean and safe.

**EXAMPLES OF WORK** (illustrative only):

- ◆ Assists citizens in landfill public use areas;
- ◆ Provides information about County codes and regulations concerning solid waste disposal;
- ◆ Explains County's recycling program to landfill users;
- ◆ Assists citizens requiring help unloading;
- ◆ Ensures that recyclables are put into proper containers;
- ◆ Checks refuse deposited in public use areas for hazardous wastes and/or liquids;
- ◆ Controls traffic in public use areas and monitors worksites for cleanliness and safety;
- ◆ Ensures that refuse containers are filled properly and removed in a timely manner;
- ◆ Oversees and supervises the work of Laborers and Equipment Operators in public use areas and Utilities Cashiers at the scales;
- ◆ Operates backhoe/loader, roll-on-roll-off containers, light trucks;
- ◆ Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to communicate clearly and effectively with citizens and other employees; good knowledge of County and State recycling regulations; ability to read and comprehend information of moderate difficulty; physical condition that will permit activities including, but not limited to heavy lifting, operating heavy equipment, standing for extended periods of time and working under adverse temperatures and weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and three (3) years of related experience in a laborer or equipment operator capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Commercial Driver's License, with endorsements and without restrictions. May require a pre-employment examination and/or medical tests administered by Henrico County Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of a given position.