



Grand Traverse County, MI Job Description

BRUSH SITE ATTENDANT

GENERAL SUMMARY

This is a non-contract temporary/seasonal position at the Grand Traverse County Brush Drop Off Site. Position will last approximately through November.

Work hours are Tuesdays Noon - 7 pm
Thursdays 9 am - 3 pm
Saturdays 9 am - 3 pm

Primary duties include greeting the public, accepting brush, and collecting and accounting for fees at the site. This is not a physically demanding job. There is no electricity, water, or facilities in the building. Electricity, water, and facilities are available at the animal control shelter.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with us without reasonable accommodations.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Ability to work with the public and provide concise and clear instructions
- Ability to calculate loads for cubic yards and determine pricing
- Ability to handle cash, make change, and complete necessary paperwork
- Ability to use a handheld calculator
- Reconcile cash at the end of the day and provide reports to the Resource Recovery Department

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school or GED

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.



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KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Basic knowledge of English grammar, spelling, and punctuation
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to use arithmetic computations to measure, calculate quantities and costs, etc.
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently