

**DEPARTMENT: County of Victoria - Road and Bridge Pct. #4
415 Aviation Dr, Victoria, Texas 77904**

POSITION: Courtesy Station Operator Pct. #4

Regular Part-Time (17.5 hrs wkly)

SALARY: \$12.00-\$14.00

OPEN UNTIL FILLED

SUMMARY

The Courtesy/Recycling Station Operator accepts household trash and scrap metal; assists the general public; provides information on the available services; and performs initial waste screening to comply with regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Courtesy/Recycling Station Operator accepts household trash and scrap metal for recycling; assists the general public; provides information on available services; and performs initial waste screening to comply with regulations. Must be able to collect fees, make change, and balance daily income and deposit funds with The Victoria County Treasurer. **Will work every Wednesday from 8am-4pm and every Saturday from 8am-4pm. No experience required**

- Must have Valid Texas Drivers License and dependable transportation.

SUPERVISORY RESPONSIBILITIES

- None. Reports to County Commissioner Pct. #4 and Foreman Pct. #4

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school.

LANGUAGE SKILLS

- Ability to communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Ability to read instructions and safety warnings on chemicals and equipment.

MATHEMATICAL SKILLS

- Must be able to complete simple mathematical calculations.
- Calculate and assess disposal fees.
- Maintain records with a ticket book and collects fees and makes change.

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple one or two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and/or smell from 1/3 to 2/3 of the time.
- Up to 25 pounds lifting from 1/3 to 2/3 of the time.
- Over 50 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to body fluids during cleaning, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions.
- Some exposure to moderate to extreme noise levels.

For a complete job description and requirements, apply to: Human Resources, Victoria County Courthouse, 115 N. Bridge St. RM 127. EEOE. No phone calls please. Applications are required and may be downloaded below.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901

Employment Applications can be found online at www.vctx.org under the employment link