



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR

(605) 626-7115

FAX (605) 626-4010

www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – LANDFILL OFFICE MANAGER

POSITION TITLE: **LANDFILL OFFICE MANAGER**

DEPARTMENT: Landfill Office - consisting of the Brown County Landfill Manager, Full-time and Part-time Landfill employees.

GENERAL DEFINITION OF WORK:

- Performs a wide variety of duties in support of the Brown County Landfill operations including customer service, scale operation, inspection duties, cashiering, customer billing and collection, data entry, and clerical support.
- Inspect loads to identify concerns and determines if loads are properly tarped and covered. Enter load information and truck identification number into computer and operate computerized truck scale to determine weight of load.
- Provide positive and direct customer service to Landfill users. Directs customers to predetermined areas of the Landfill for tipping and disposal of materials based on specific load contents. May redirect or refuse to accept loads containing liquids, certain hazardous waste materials, or other materials not in compliance with related regulations and policies for dumping at the Landfill site.
- Operate computer to process and assign proper charges for each load and generate charge ticket. Assigns and collect tipping fees from established rate schedules for each cash customer.
- Perform cashiering transactions including, but not limited to, deposits and fees. Make correct change and handle cash in a secure manner. Perform financial transactions including transferring unpaid balances, deposits and refunds. Balance and prepare deposit for daily receipts safeguarding substantial cash/check amounts. Process, balance, and update electronic files daily and resolve any discrepancies.
- File charge tickets for each load; record and secure cash receipts; and maintain records of loads containing asbestos, contaminated soils, and other materials as necessary. Process mail and billing-related materials. Maintain files and records for the Landfill as needed, such as account information, equipment maintenance, environmental, accounting and other miscellaneous operations.
- Review, audit and analyze customer billing records, calculate and process billing adjustments, and prepare related reports as needed. Investigate and resolve problems, including misapplied payments, and perform billing and collection duties as needed. Coordinate the handling and collection of delinquent accounts and prepare related correspondence to customers as directed.
- Accounts Payable: Generate Vouchers, verify charges and provide documentation.

- Answer Landfill telephone; respond to public's questions regarding prices, hours of operation, materials accepted, proper disposal of materials, and directions to the Landfill and other Brown County Containers sites.
- Perform light custodial duties to clean and maintain Landfill facilities, including litter collection within Landfill and on routes surrounding the Landfill as necessary to collect windblown litter.
- Perform other such duties or functions that may be required in the proper performance of the duties of this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practice and procedures, including computers and peripherals such as Window-based programs.
- Knowledge of record keeping and filing practice procedures.
- Ability to enter data utilizing computer equipment and Windows-based programs. Create and process a wide variety of materials, documents, and forms accurately and efficiently.
- Ability to communicate effectively, both orally and in writing.
- Ability to visually inspect vehicles and contents.
- Ability to read and understand written instructions, text/numeric forms, computerized instructions and menus, etc.
- Possess strong oral and written communication skills.
- Ability to establish and maintain effective working relationships and tactful communication with public and staff.
- Possess strong customer service skills with the ability to deal tactfully and firmly with the public while remaining calm in stressful situations.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED) with a minimum of two (2) years' experience in customer service in a business office environment dealing with cashier duties, billing and payment collections, data entry, and computer operation; or any combination of education, experience, and training as may be acceptable.

Must have experience handling cash transactions and customer service work.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

PRE-EMPLOYMENT SCREENINGS:

Pre-employment screenings may include, but are not limited to the following: drug screen, references, physical exam and driver history.

Background check will be required.

PHYSICAL REQUIREMENTS:

- Periodic travel may be necessary.

- Occasional exposure to weather extremes and environmental conditions typical of solid waste landfill operations.
- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.
- Ability to perform the essential functions of this position with or without reasonable accommodation.

BROWN COUNTY LANDFILL OFFICE MANAGER POSITION

Brown County is seeking a responsible individual for the full-time position for a Landfill Office Manager position. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is \$20 per hour. Interested individuals are encouraged to apply by submitting a County application (available upon request) or resume and cover letter by 5:00 p.m., April 17, 2017 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov.

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.