

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes () No(X)

Resolution approving the proposed class specification of Gate Attendant at a salary range of 92 (\$1,495 - \$1,817). This classification will be assigned to SEIU.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During discussions of the operation of the solid waste landfill and transfer stations at their meeting of May 4, 1999, the Board authorized staff to draft class specifications for transfer station and landfill gate attendants. Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve the class specification and salary range as proposed.
- Revise the recommended class specification and salary range as the Board desires and approve.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Class specification.

CLERK'S USE ONLY:

Res. No.: 09-17 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: Rally Abstained: _____

Approved () Denied ()

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: Jh

MARIPOSA COUNTY

JOB TITLE: GATE ATTENDANT

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, to perform a variety of tasks related to the operations of solid waste transfer stations and/or the Mariposa Landfill including providing direction to customers, checking loads for volume and content to determine charges and suitability for disposal, collecting and receipting fees, operating a computerized scale and related equipment, litter control and pick-up and other job related duties as required.

SUPERVISOR: Maintenance Foreman or as assigned

TYPICAL DUTIES

- Operate an automated scale and cash register to compute charges; estimate charges when scale is not operable or a scale is not available
- Collect fees from customers and make accurate change
- Reconcile daily fee collections and make deposits at County Treasurer's Office
- Provide information and guidance to customers regarding site operations and regulations in person or over the telephone
- Visually check incoming loads for unsuitable materials and to categorize types of materials entering transfer stations or the landfill
- Collect data and complete various reports using a calculator
- Maintain a transfer station or the landfill gate area by collecting and disposing of litter and other materials and performing basic cleaning tasks

MARIPOSA: GATE ATTENDANT

EMPLOYMENT STANDARDS

Knowledge of:

- General mathematics
- Cash register operations and cashiering
- Basic recordkeeping practices
- Receptionist and telephone techniques
- Standard office machines and equipment such as telephone, calculator, personal computer, fax and copy machine

Ability to:

- Communicate and work well with the public
- Work outdoors in a variety of weather conditions
- Carry out job duties with a high degree of accuracy
- Make arithmetic calculations, receive money and make change
- Prepare basic reports
- Read and write at a level required for successful job performance
- Understand and carry out written and oral instructions
- Work with limited supervision

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate, and one year of work experience involving extensive public contact, accepting payments and making change and/or processing sales receipts.