Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: December 12, 2014
RE: Convenience Center Attendant – Solid Waste Department
(Less than 1000 hours/calendar year - Not benefit-eligible)

Duties and Responsibilities: Henderson County is accepting applications for part time Convenience Center Attendants to perform responsible unskilled and routine operational and maintenance duties for the County’s Solid Waste Convenience Center. Includes collection of garbage and various recycling materials; assists with clean up of the County transfer station property; assists with grounds maintenance; assists citizens with disposal of garbage and recyclable material at the Center; responds to questions and provides information to customers concerning recycling and solid waste disposal procedures; assists with cleaning litter from roadsides and windblown debris as necessary; assists with mowing and trimming of grasses on property. Performs clerical and accounting work associated with weighing vehicles delivering waste to the County’s Solid Waste Division as necessary; performs related work as required. Work is performed under regular supervision. Saturdays, 8 a.m. – 5 p.m. with some rotation to other assignments. Averages 8-15 hours/week. Reports to the Solid Waste Manager.

Qualifications: Requires some knowledge of the Henderson County Solid Waste department and recycling procedures; ability to safely and efficiently operate mower and trimming equipment required to perform job duties; ability to perform physical tasks for extended periods of time; ability to communicate effectively orally; ability to attend work regularly. Requires any combination of education and experience equivalent to graduation from high school. Pre-employment drug test and criminal background check required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Employment Security Commission, 26 Francis Rd, Hendersonville, NC 28792.

The deadline for application is: Open until filled

Starting Rate: $12.07 per hour