



HAYS COUNTY JOB POSTING

Job Title	Recycling & Solid Waste Site Technician	Job Number	700-0172-041922
Department Head	Director of Countywide Operations	Date Open	April 19, 2022
Salary Range Minimum	\$2,490.58 - \$3,735.92 Monthly – Dependent on Experience	Application Deadline	Until Filled

**MUST BE AVAILABLE TO WORK IN BOTH LOCATIONS
(Wimberley and Dripping Springs)**

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School diploma or equivalent.

Other Qualifications, Certificates, Licenses, Registrations

- Class "C" Driver's License.

Required Skills

- Interacts with customers at Recycling and Solid Waste facilities by providing information and answering questions regarding solid waste disposal and recycling.
- Assists customers with disposal of items and locating the proper receptacles for items to be recycled.
- Communicates with vendors and makes requests by phone and/or email to schedule pick up and hauling of solid waste and recyclables.
- Establishes a price by using a calculator and measuring tape to measure loads, collects fees for the disposal of solid wastes, and uses a cash register to make transactions and issue change and receipts to customers.
- Answers customer questions and addresses any issues/customer complaints on site and over the phone.
- Picks up recycling material from Hays County offices and deposits recycled material at designated locations.
- Accounts for daily revenues and completes daily financial reports.
- Responsible for handling cash, checks and credit cards on a daily basis. Provides information during financial audits.
- Performs landscaping duties and general maintenance to ensure the site is clean and safe for customers.
- Organizes, sorts, bales, and prepares the recyclable materials for transport by operating a baler and forklift.
- Cleans the site including sweeping and washing down the surfaces which come in contact with solid wastes, dust and debris.
- Maintains equipment on site and responsible for daily routine checks to make sure equipment is functioning properly and safely. Reports any equipment issues to supervisor.
- Performs other duties as assigned.

Summary

Under general supervision, the Recycling and Solid Waste Site Technician for the Recycling and Solid Waste Department provides customer service at the solid waste and recycling centers for the benefit of the citizens of Hays County. The work involves interacting with the public, daily deposit calculations, bookkeeping, calculating costs for disposal fees, handling cash, and maintaining the general appearance of the transfer station. This position facilitates the work of the County Recycling and Solid Waste Department and has an immediate impact on the operation of the Solid Waste and Recycling centers and the general public.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.