



<b>POSITION POSTING</b>	
<b>Position Title:</b>	Compost Site Attendant
<b>Class:</b>	Non-exempt
<b>Pay Grade:</b>	\$13.00/hr
<b>Department:</b>	Public Works (Streets/Parks/Engineering)
<b>Reports to:</b>	DPW Supervisor/ Parks and Street Foreman
<b>Location:</b>	Burlington Parks & Streets 2200 S Pine Street Burlington WI 53105

The City of Burlington Department of Public Works is seeking qualified candidates for the part time position of Compost Site Attendant. It is seasonal employment from the first Saturday in April to approximately the last Saturday in November; however, the City reserves the right to open the site early or extend the dump for two additional weeks if needed. Selection is based on demonstrated skills, knowledge and availability. Job related tests may be required.

The attendant performs a variety of low level tasks in monitoring the compost site during normal business hours. Knowledgeable of safety aspects of lifting, the attendant will inspect each load brought to the compost site to be sure it complies with compost site rules. Attendant will also charge commercial users who wish to use the site. Attendant will keep a daily count of all vehicles that use the dump site. Attendant will also check the ID of each vehicle driver to make sure they are a City of Burlington resident.

**ESSENTIAL DUTIES:** Open and monitor the compost site on all scheduled days; Close and lock the compost site on all scheduled days; Perform a vehicle count and document the daily total; Perform ID checks for all drivers using the compost site to ensure City of Burlington residents only; Charge commercial haulers who wish to use the compost site; Inspect all loads to make sure they comply with compost site rules; Inspect all loads brought into the compost site to prevent items such as plastic bags, bricks, rocks or any building material from being dumped off; Keep general area clean; Pick up dropped sticks and other compost items that may fall from vehicles; Be visible to the public while at the compost site to discourage vandalism and illegal dumping.

**MINIMUM QUALIFICATIONS:** High school diploma or G.E.D., and any equivalent combination of education and experience which demonstrates the knowledge to perform the work. Ability to work independently, or with little supervision. Basic math and reading knowledge needed. Ability to communicate effectively with verbal commands and in writing. Ability to observe and issue proper safety precautions. Ability to establish effective working relationships with other employees, supervisors and the public. Demonstrate knowledge of equipment, materials and supplies used in the compost site. Knowledge of keyed locks. Ability of observance while monitoring all activities at the compost site. The successful candidate must pass a criminal background, and drug and alcohol screening before starting.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to use sight, hands to feel or operate objects, tools and reach with arms. The employee frequently is required to stand, talk, walk, lift, and hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl and smell.

The employee must occasionally lift and/or move up to 50 pounds. Lifting occurs as a part of normal work and is usually done in conjunction with stooping, bending or twisting while helping a physically challenged resident.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:** Class 3 Vest, rain coat, leather gloves, work boots, mechanical counter, safety glasses and cell phone.



## CITY OF BURLINGTON

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### Administration Department

*Human Resources*

300 N. Pine Street, Burlington, WI 53105  
(262) 342-1176 direct | (262) 947-4546 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving vehicles and is frequently exposed to wet, dry, dusty, cold, hot, windy and/or humid conditions. The noise level in the work environment is usually not loud, but may be occasionally. The employee will encounter multiple plants, trees branches, leaves, soils, grasses and weeds.

APPLICATION DEADLINE: 3/29/19

**The City of Burlington is an Equal Opportunity Employer and is a drug free work place.**

*Please submit application to:*

City of Burlington Human Resources

Attention: Jason Corbin

300 N Pine St

Burlington, WI 53105

[jcorbin@burlington-wi.gov](mailto:jcorbin@burlington-wi.gov)

Fax: (262) 947-4546