



Division of Waste Management Operator/Clerk Full-Time and Part-Time

Full-time starting: \$26,620.00 + per year, DOQ; Part-time starting \$12.80 + per hour, DOQ

Botetourt County has an immediate openings for the position of Operator Clerk Full-Time and Part-Time-
Division of Solid Waste Management

Job Summary:

The Division of Waste Management Operator/Clerk coordinates and tracks incoming waste drop-offs, handles payment and answers general questions about landfill operations.

Essential Functions:

- Weighs vehicles dropping off waste and handles payment upon exit from landfill
 - Uses software to track and charge vehicles dropping off waste
 - Creates reports summarizing daily income and waste drop-off
- Answers questions from public, over the phone and in person, regarding general landfill operations
 - Keeps landfill staff informed of drop-offs and changes during the day

Job Requirement:

- High School Diploma or equivalent.
- Three to Six months of related experience or training
- Ability to accurately manage Point of Sales (make change, handle cash, credit card, and check transactions)
 - Excellent communication and customer service skills
 - Ability to follow complex oral and written instructions

Go to www.botetourtva.gov for application and full job description. A completed application form ***is required*** to be considered for the position. Application, cover letter and resume can be mailed to Human Resources, 5 West Main Street, Suite 200, Fincastle, VA 24090, or emailed to: jobs@botetourtva.gov referencing "Operator Clerk" in the subject line. Indicate if interested in Full-Time or Part-Time.

Botetourt County offices are located in Fincastle, an easy 30 minute commute from downtown Roanoke.
The position remains open until filled.

Botetourt County is an Equal Employment Opportunity Employer.