

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DISPOSAL SITE REPRESENTATIVE – 1412

DEFINITION:

Under general supervision, to determine and collect user fees at a City-operated refuse disposal site; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Stops vehicles entering refuse disposal sites to check registration, driver's license, or other paperwork to determine origination of refuse;
- Operates and maintains a computerized scale and register system;
- Handles cash transactions, and operates a computerized cash register and/or personal computer;
- Determines and collects appropriate fees in accordance with an established fee schedule;
- Explains fees and regulations to customers;
- Enforces disposal site policies;
- Directs vehicles with unacceptable loads to proper landfill or agency;
- Keeps records and balances receipts;
- Handles cash transactions and deposits funds;
- Maintains clean and safe fee booth area and traffic entrance lanes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time cashiering experience, which must include processing point of sale (POS) transactions, keeping records of daily receipts, reconciling and balancing POS transactions at the end of each day, verifying dollar amounts and total number of transactions, and public contact; **OR** six months of full-time public contact experience, which must include disposal fee collection experience at a refuse disposal site. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**