



## EMPLOYMENT OPPORTUNITY

# GATEKEEPER

**Part-time, 24 hours a week, plus benefits**

**(Current opening is at the Westwood Transfer Station, Westwood, CA)**

### **SALARY AND BENEFITS**

\$13.43 - \$16.07 per hour, plus benefits

### **FILING DEADLINE**

Open until filled.

### **DUTIES AND RESPONSIBILITIES**

*The gatekeeper computes charges and collects fees for dumping of refuse at disposal sites. The major duties of the job include:*

- Inspect vehicles hauling refuse to determine type, weight or volume of solid waste material.
- Measure the size of loads of refuse to be disposed.
- Compute the total volume and calculates fees or determine fees from fee table.
- Operate cash register, record receipts.
- Identify restricted and/or hazardous materials
- Maintain records of yardage, receipts.
- Direct public concerning disposal site operations and recyclable materials
- Answer questions and complaints from the public.
- May help clean up trash, inspect refuse for hazards
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

***License:*** Possession of or ability to obtain a valid California Driver's License

***Experience:*** Some experience involving record keeping or cashiering and basic customer service skills.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

The Lassen County Application is available at the Personnel Office listed below or by visiting our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: October 1, 2020

### ☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.