

Seasonal- Dike Assistant Supervisor

Reports to: Solid Waste Director and Sanitation Supervisor Department: Sanitation

Position Control No.: 7201

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: 

Date: _____

JOB SUMMARY:

Under the direction of the Solid Waste Manager and Sanitation Supervisors – Supervises Texas City Dike ticket sales and does related work as required.

ESSENTIAL FUNCTIONS:

1. Works on the Texas City Dike.
2. Inventory, print, and distribute admission tickets for the Texas City Dike.
3. Uses cash register, calculator, and safe as, well as, other office equipment.
4. Maintain a log book of ticket sales.
5. Collect cash from ticket sellers.
6. Responsible for running reports.
7. Ensures tickets sales balance with cash collected.
8. Communicates effectively and works cooperatively with other employees and the public.
9. Uses good judgment to work safely and use equipment properly.
10. Some exposure to chemicals, dust, fumes, mechanical, electrical, and explosive hazards while using proper safety precautions.
11. Works days, weekends, Holidays and/or evening hours as assigned.

QUALIFICATIONS:

1. Reads and understands written instructions.

PHYSICAL REQUIREMENTS:

1. Hears clearly when working around equipment.
2. Lifts and carries up to 75 pounds.
3. Pulls, pushes, and drags up to 100 pounds.
4. Stoops, kneels, squats, stands, walks and twists for extended periods of time.
5. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date