EUREKA CITY CORPORATION

INCORPORATED NOV. 8, 1892

PART-TIME JOB OPENING

Position Description

Assistant to Landfill Attendant, School Crossing Guard and Custodian

Eureka City is now accepting applications for 1 Part-Time Position as an Assistant to Landfill Attendant, School Crossing Guard and Custodian.

Compensation: Starting $15.00 per hr. - Between 20 - 29 hours per week (depending on time of year). No benefits.

SUPERVISION RECEIVED: Designated City Leadership

SUMMARY: This position follows the direction of authorized City Supervision in assisting in the maintenance of Eureka City's infrastructure, assets and community needs. This position encompasses several positions including Landfill Attendant, School Crossing Guard and Custodian as well as assisting in other Departments as needed.

Dump Attendant (hours may vary)

- Duties of the Landfill Attendant include: Monitors incoming vehicles transporting waste to four designated sites, records name, site being utilized, collects required fees, when necessary, from residents using the facility and writes receipts, inspects vehicles entering refuse site for possible hazardous materials that are not authorized to be disposed of at the Eureka refuse site, conducts inspection of sites and maintains them in a neat and orderly manner as much as possible, insures that no one under the age of 16 is allowed in the refuse site unless accompanied and supervised by their parent or legal guardian, insures that no one enters the roll-off bins.

School Crossing Guard (14 hours per week – when school is in session)

- Duties shall include: Preparing school crosswalk four days per week by placing cones/barriers for traffic awareness of crosswalk location, turns on/off school crossing lights at scheduled times as per school schedule. Wears regulation vest and uses regulation hand stop/warning sign, positions him/herself at the crosswalk to begin assisting school children to cross the street. Maintains watch at specified post to alert drivers to the presence of the pedestrians. Reports to employer or corrects, if possible, any hazards that may arise. Must Pass background check with the School District.

Custodian (hours may vary)

- Performs regularly scheduled cleaning duties such as vacuuming, dusting, polishing, window cleaning, washing walls and floors, waxing, polishing, sweeping, arranging chairs and furniture, sanitizing restrooms, etc., to ensure office areas are orderly and clean. Inspects and evaluates physical condition of establishment. Submits recommendations to management for painting, repairs, furnishings, relocation of equipment, and relocation of space. Periodically inventories supplies and equipment. Recommends and/or obtains approval for purchase of necessary supplies and equipment. Investigates new and improved cleaning instruments and methods.

Applications are available at the Eureka City Office, 15 North Church Street, Eureka, Utah 84628, or online at eurekautah.org. Position open until filled. All applications must be submitted to the City Office, 15 North Church Street, Eureka, UT 84628.

Eureka City Corporation is an equal opportunity employer.