



POSITION:	Scale House/Office Attendant
DEPARTMENT:	Solid Waste
JOB TYPE:	Part-time
SALARY:	\$15.00 hr
POSTED:	03/31/2023
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of a part-time Scale House/Office Attendant in our Solid Waste division. This position will serve as a back up to the scale house operator & assist our main office personnel with daily operations & other duties as assigned.

Qualifications:

- High school diploma or GED
- Computer experience (Microsoft Office, weighing software)

Duties & Responsibilities:

- Opening/closing transfer station
- Weighing trucks in & out
- Billing
- Filing
- Customer service
- Perform other related duties as assigned

To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.