



Class Title: PW Solid Waste Weigh Master

Pay Grade: ____

FLSA Designation: Covered

Established: 3-09

Revised: 06-10

Class Summary/Primary Function

The principal function of an employee in this class is to weigh vehicles according to State laws, screen loads for foreign objects and toxic and hazardous materials according to transfer station rules and regulations and collect fees; process billings for account holders; provide clerical and administrative support for the Solid Waste division; perform accounts payable and accounts receivable functions; perform data entry; purchase and maintain inventory for office supplies; prepare billing for Solid Waste; complete reports on solid waste materials, quantities, etc; identify alternative disposal sites; and provide effective customer services. The nature of the work requires employee to be detail oriented with excellent public relations skills in handling citizens. The work is performed under the supervision of the Solid Waste Supervisor. The principal duties of this class are performed in a scale house and general outdoor environment, exposing the employee to hazardous working conditions and inclement weather.

Essential Duties and Responsibilities (will vary by assignment)

- Provides clerical and administrative support for Solid Waste division.
- Provides customer service duties.
- Maintains budgets records and reports.
- Performs accounts payable and accounts receivable functions for the department;
- Prepares monthly financial reports; prepares bills for payment; maintains monthly budget records and reconciles records with printouts received from the Treasurer's Office; processes purchase orders;
- Maintains office supply function;
- Operates standard office equipment and personal computer using program applications appropriate to duties;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Weighs vehicles as they cross the scale according to State laws;
- Maintains accurate and complete documentation;
- Collects and records all fees for disposal at the site;
- Provides accurate accounting of all funds collected;
- Records daily solid waste tonnage;
- Contacts appropriate contractors for disposal of metals, refrigerator freon, etc.
- Directs customers to appropriate dump sites and collects appropriate fees;
- Directs customers to appropriate dump sites and collects appropriate fees;
- Screens loads for foreign objects and toxic and hazardous materials according to landfill rules and regulations;
- Complete reports on solid waste materials, quantities, etc;
- Provides customer service including giving directions, answering questions and providing explanations in a polite and courteous manner;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Solid waste disposal transfer station operations;
- Effective recordkeeping practices and procedures;
- Basic accounts payable and accounts receivable functions;
- Recordkeeping and file maintenance practices;
- Modern office practices, procedures and equipment;
- Operation of standard office equipment, including a personal computer and job-related software applications including Excel, Quickbooks and scale software;
- Current customer service methods, techniques, and objectives;
- Hazardous waste rules and regulations and related safety practices;
- Federal regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and landfill and solid waste transfer station workplace safety.

Ability to:

- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Identify hazardous material and alert proper authorities;
- Provide effective customer service and administrative support;
- Maintain detailed and accurate computerized and hard copy records and files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, and the public;
- Prepare accurate and reliable reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Work with diverse clientele, including the ability to diffuse tense situations;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- High School Diploma or GED; and
- 2 years of clerical experience performing accounts payable and accounts receivable functions ; Or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Ability to obtain Weigh Master Certification
- Ability to obtain SWANA certification within one year of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; read, review and prepare documents and process them in a prescribed order; inspect solid waste loads for hazardous materials or other non-acceptable materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and job-related software;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to stand for extended periods of time; and to lift or move objects that weigh up to 50 lbs.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.