



Job Title	Scale House Attendant
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for handling daily administrative tasks, weighing all vehicles that come in and out to the Scale House, and handling payments from vendors.

Supervision

Received	Assistant Superintendent
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Greets all customers at the Scale House and responds to inquiries.
- Weighs all vehicles in and out.
- Gathers, sorts, and manages data on range of materials processed.
- Provides data to the Superintendent on the interpretation of the data to assist with the annual budget.
- Handles all vendor contacts for non-emergency operations.
- Reviews all solid waste and recycling invoices against the data sorted in the scale.
- Assists in collecting data for annual DEP reports and grants.
- Ensures compliance with all applicable laws and initiates load inspections, when needed.
- Assists residents with large items.
- Operates heavy equipment when needed and when operators are not available.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

A high school diploma (or equivalent) is required and at least two (2) years of experience in an administrative office, scale operations, solid waste, or recycling.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Solid waste and recycling operations. • Scale operations and equipment.
Ability to	• Multi-task and prioritize work. • Perform basic math functions. • Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving.

Necessary Special Requirements

Valid Driver's License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally exposed to odors, noise, toxic agents, wetness and humidity.
- The employee must frequently lift and/or move up to 50 pounds and sometimes lift 50+ pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer