



Scalehouse Operator

DEFINITION

Under direct supervision, perform a variety of duties and activities involved in operating the landfill scalehouse.

SUPERVISION RECEIVED

Reports to the Sanitation Crew Leader or the Sanitation Supervisor.

SUPERVISION EXERCISED

Exercises no supervision. (May train or assist in training new scalehouse operators.)

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Monitor and direct landfill traffic; ensures compliance with DEQ and state laws and City ordinances; ensure that all vehicles coming into or leaving the landfill are weighed; maintain records of daily transactions including the disposal of solid waste.

Monitor and identify hazardous materials being brought to landfill and determines the proper disposition of such items.

Maintain testing equipment.

Ensure the proper collection of charges from cash customers and credit customers.

Generate a computer weigh ticket for all businesses for billing purposes.

Maintain daily logs of all oil, antifreeze, tires, batteries, and refrigerators brought to landfill; maintain propane and sanitation vendor services log.

Handle monies and balance receipts on a daily basis.

Interact with vendors that pick up items such as recyclable oil, metal, batteries, and tires.

Monitor scale operation maintenance needs and report such to supervisor.

Coordinate scalehouse area maintenance including snow removal, landscape maintenance, and sweeping.

Prepare daily, monthly, and annual reports.

OTHER JOB RELATED DUTIES

Performs related duties as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

English, spelling, arithmetic, and computer applications.

Ability to:

Learn DEQ and state landfill requirements.

Perform duties effectively and efficiently; follow written and verbal direction; complete assigned tasks.

Handle and account for assigned funds.

Establish and maintain effective working relationships and provide good customer service.

Effectively and correctly use the two-way City radio.

MINIMUM QUALIFICATIONS

Experience:

One year of public contact experience, light landscape maintenance, recordkeeping, and computer experience.

Training:

Equivalent to a high school diploma.

License or Certification:

Possession of, or ability to obtain, an appropriate valid driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a field office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, lift 25 lbs. and carry 10 lbs.; ability to drive; ability to do light grounds and equipment maintenance; exposure to heat, cold, and outdoors.

Effective date: October 2003

Revised: February 2009