

## **Weigh Scale Operator Tompkins County**

**Department:** Recycling and Materials Management  
**Classification:** Competitive  
**Labor Grade:** 7  
**Approved:** 02/08  
**Revised:** 7/24  
**By:** HB, Deputy Commissioner of Human Resources  
**BBP Risk Factor:** 3

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND one year of full-time clerical or data entry experience.

### **SPECIAL REQUIREMENT:**

Must possess a valid Weighmaster's License within one month of hire date. The training will be provided by Tompkins County Recycling and Materials Management

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for operating the weigh scales at the Tompkins County Recycling and Solid Waste Center (RSWC) and performing other operational, financial, and weigh scale related duties associated with Tompkins County Recycling & Materials Management.. Activities are performed under the general supervision of the Program Supervisor.. Direct supervision is provided by the Sr. Weigh Scale Operator. Supervision of others is not a function of this job. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Ensures all vehicles entering the facility for purposes of recycling and disposing of materials, possess and display a permit as required by the County;
- Inputs data into computer, including permit numbers, type of load, origin of load, payment type, and destination;
- Operates weigh scales, including reading weight of vehicles;
- Collects payments, operates cash register, and makes change, issues receipts;
- Assures that all loads are covered;
- Keep inside and outside of scale area clean & free of debris;
- Open and close entrance and exit gates;
- Prepares reports and performs data entry;
- Delivers bank deposits as needed and completes required logs;
- Conveys information on what types of materials are acceptable at RSWC to all customers in a courteous, professional manner;
- Maintains a safe and orderly working environment;
- Ensures scales, computer, programs and equipment in the scalehouse are in good working order; and operating properly
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- Interacts with outside contractors to troubleshoot scale problems, coordinating preventative maintenance
- Keep undated inventory, stocks, handles and transports equipment and supplies;
- Cross-trained in Front Desk operations for additional coverage if needed

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of waste and recycling types, and knowledge of what materials are acceptable at RSWC;

Skills with assisting customers in a non-confrontational manner; being courteous, tactful, and exhibit self-control with irate persons.

Ability to work an irregular work week (work week will include Saturday); as well as willingness to work scheduled holidays with commensurate time off

Ability to get along well with others;

Ability to do regular repetitive tasks;

Ability to operate a computer, utilizing specialized scale software and Excel computer software;

Ability to handle case inflows and outflows;

Ability to make arithmetic computations involving fractions, decimals, and percentages accurately;

Ability to prepare and analyze financial data and reports

Ability to organize and maintain accurate records and files;

Ability to use and maintain good judgment

Ability to be dependable in meeting conditions of work schedule;

Work involves reaching, sitting, standing, walking and repetitive motion.

Thoroughness and dependability;

The employee's physical condition must be commensurate with the demands of the position;

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

#### **Physical**

The employee must be able to sit or stand for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds.

The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen, with or without reasonable accommodations. As a result, this position requires a moderate amount of visual effort. The employee's hearing must be sufficiently acute to enable them to hear, understand and carry out verbal instructions, with or without accommodations. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. This would require a moderate level of precision, manual dexterity, operating knowledge and/or skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, or otherwise demonstrate the ability to perform these essential functions.

**Mental**

The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority.

**Environmental**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others and also may be required to work alone. The work is performed indoors in a temperature controlled environment, however, the window of the booth are open a majority of the time so heat, cold, humidity, odors, noise, etc., are factors that are significant to this job. This would constitute moderate exposure to disagreeable environmental conditions. Prompt and regular work attendance is required. As a result, the employee is required to meet the transportation requirements necessary to get to this job.

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Originally created 05/22/1995