

Weigh Scale Operator Tompkins County

Department: Recycling and Materials Management
Classification: Competitive
Labor Grade: 7
Approved: 02/08
By: AF, Commissioner of Personnel
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.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Must possess a valid Weightmaster's License within one month of hire date. The training will provided by the Solid Waste Division

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 the Solid Waste Division. Activities are performed under the general supervision of the Solid Waste Operations Manager. 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 disposing trash, possess and display a permit as required by the County; Input data into personal 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 daily and completes required logs; Conveys information on what types of trash are acceptable at RSWC to all customers in a courteous, professional manner; Maintains a safe and orderly working environment; Ensures scales, computer, and equipment in the scalehouse are in good working order; Ensures computer software is operating properly; Provides routine information orally about disposal and recycling; Stocks, handles and transports equipment and supplies;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of waste and recycling types, and knowledge of what materials are acceptable at RSWC; Skill in directing customers in a non-confrontational manner; Ability to work an irregular work week (work week will include Saturday); Ability to be courteous and tactful; Ability to get along well with others; Ability to exercise self-control with irate persons; Ability to do regular repetitive tasks; Ability to operate a personal computer, utilizing specialized WEIGHMASTER 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; Willingness to work scheduled holidays with commensurate time off; and 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; Must be in good physical condition to lift heavy objects.