



<p><b>POSITION DESCRIPTION</b></p> <p><b>Scale Clerk - Landfill</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>EEO Category: Occupational</b>  <b>Salary Grade/Band</b></p>	<p style="text-align: right;"><b>10 June 2015</b></p> <p style="text-align: right;"><b>Reports to: Landfill Manager</b>  <b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
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**POSITION PROFILE**

Under the supervision of the Landfill Superintendent, performs a variety of clerical and first-line public contact duties as needed to authorize public admittance into landfill. Deals with public complaints; apprises public of landfill requirements and fees; resolves issues face-to-face or seeks supervisory assistance.

- GOALS**
- To provide exceptional customer service to the public.
  - To be responsible and accountable for incoming and outgoing loads.
  - To adhere to County policies and procedures as well as those set by the State.
  - To be friendly, helpful and collaborative with coworkers and superintendent.

- ESSENTIAL FUNCTIONS**
- Collects fees and monitors waste to assure compliance with facility regulations.
  - Performs as landfill gate attendant; assures appropriate admittance of public and waste collection contractors.
  - Receives and receipts fees; calculates fees and charges customers in accordance with established fee schedules and in compliance with estimated size and/content of waste loads.\
  - Maintains detailed records of type of waste entering the landfill.
  - Files weight tickets for each load, records and secures and balances cash receipts, and maintains records of all incoming/outgoing loads that cross the scales; makes regular revenue deposits.
  - Observes waste to identify hazardous waste or other materials excluded from deposit in public landfill.
  - Monitors customer activities to assure compliance with established rules and regulations.
  - Answers scale house/office telephones, responds to public's questions regarding prices, acceptable waste, hours of operation, and directions to the facility.
  - Checks the information on the driver's paperwork to the information printed on the weight certificate to be certain that the information for all loads is accurate.
  - Instructs drivers to the appropriate tipping area.

- Operates radio and two-way communications as needed to alert equipment operators of suspicious activity or waste loads.
- Follows departmental policies and procedures.
- Subject to on call status as needed during peak activity seasons. Regular work schedule includes weekends.
- Maintains work area and equipment in a safe and clean condition at all times. Keeps the scales clean and free of debris. Performs custodial duties to clean and maintain the scale house.
- Performs related duties as business necessitates.

#### **EDUCATION AND EXPERIENCE**

- High school Diploma or equivalent; one year experience in customer service industry.
- Read and Interpret Material Safety Data Sheets (MSDS). Complies with information provided on Material Safety Data Sheets for all products. Handles and stores items properly.
- Strong basic math and cash receipting preferred.
- Bilingual Spanish desired, but not required.
- Non CDL position.

#### **SKILLS/ABILITIES**

- Ability to operate office equipment.
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality while working with public.
- Ability to communicate effectively verbally and in writing.
- Ability to read and take appropriate action with exposure to chemicals.

#### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

#### **LANGUAGE SKILLS**

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other agencies.
- Must be able to read and understand State and Federal regulations governing landfill operation.

#### **REASONING ABILITY**

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to keep work records and make reports.

#### **PHYSICAL REQUIREMENTS**

- Work is generally performed while employee is alone and takes place both inside and outside the building. Daily work is fairly consistent and involves being on feet most of the day with significant walking back and forth. The Scale Operator may intermittently handle 20 lb. boxes of supplies.
- Activities include balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing,

pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions, shoveling.

- **Light Work:** Physical demands are normally those associated with light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Working environment Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **HAZARDS**

- Occasional exposure to weather extremes and environmental conditions typical of solid waste landfill operations.

#### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.