



Class Title: PW Solid Waste Weigh Master

Pay Grade: ____

FLSA Designation: Covered

Established: 3-09

Revised: 03-04-2015

Class Summary/Primary Function

The principal function of an employee in this class is running the Scale House operations for the Solid Waste Department of Teton County Idaho that can process up to 250 vehicles per day. Doing this requires the weighing of vehicles in according to State laws; maintaining certification with the State of Idaho, Bureau of Weights and Measures. Administers all operations of Scale Software, ensuring its proper implementation/updates/backup/training/protocol for daily use, reporting and billing of commercial and public transactions. Keeps a daily bank, furnish daily deposits while following all verification and reporting standards. Accurately process and track annual one million dollar budget including expenditures via claims submitted/processed in conjunction with Clerks office Lead Auditor. Maintain detailed inspection reports on solid waste materials and quantities in accordance with department Operation Plan and within Department of Environmental Quality and Eastern Idaho Public Health District regulations. Manages the TCSW webpage on the county web site with accurate updates and information as needed. Relay information to outside staff of loads arriving on-site requiring further inspections. Provide customer service to the public as well as with vendors, commercial clients and county personnel. The work is performed under the supervision of the Solid Waste Supervisor. The principal duties of this class are performed in a scale house and general outdoor environment, exposing the employee to hazardous working conditions and inclement weather.

Essential Duties and Responsibilities (will vary by assignment)

- Track the Solid Waste Departments' annual one million dollar budget including expenditures via claims submitted/processed in conjunction with Clerks office Lead Auditor. Report and troubleshoot to Solid Waste Supervisor.
- Responsible for accurate reporting and record keeping on both incoming and outgoing materials for facility tracking/efficiency as well as for website and public information. Includes properly documenting Hazardous Waste, Recycling and all Salvage materials.
- Performs random waste screening of loads (public and commercial) for regulatory reporting as well as for foreign objects, toxic or hazardous materials according to Transfer Station Operation Plan, Department of Environmental Quality and Eastern Idaho Public Health District rules and regulations.
- Prepare/maintain detailed and accurate computerized and hard copy files in accordance with Department of Environmental Quality regulations, Eastern Idaho State Public Health District regulations and The County's Operation Plan.
- Accurately operate and record vehicle weights and materials, both incoming and outgoing, for up to 250 vehicles per day using scale software while adhering to State Laws as set by certification with the State of Idaho, Department of Weights and Measure.
- Approve new commercial accounts for Solid Waste department via adherence to department application process; Communicate/uphold terms and conditions.

- Process all payment transactions for department; cash, credit card, check and on account via cash drawer, scale software and state credit card system. Adhering to audit standards for daily reporting and verification requirements. Coordinate delivery of daily deposits to Clerks office.
- Processes all claims for the Solid Waste Department; keeping electronic files and up to date protocol.
- Process billing for commercial account holders on a monthly basis via scale software; this includes payments and collections; cross training of department staff and protocol.
- Communicate effectively with account holders that are delinquent to either bring account to good standing or follow department process to close and collect fees; Coordinate with County Prosecutor.
- Approve all Salvaging Agreements for Solid Waste department via adherence to department application process; Communicate/uphold terms and conditions. Record accurately all activity.
- Administers Web page information and updates for Solid Waste department as needed.
- Runs daily, monthly and yearly reports of all materials, quantities for incoming and outgoing loads.
- Provides customer service directly to the public on all Solid Waste policies, procedures and practices through varying types of communication for diverse materials in an always professional and courteous manner.
- Directs customers to appropriate disposal sites and notifies staff via radio of particularly unique loads being delivered; coordinates further inspections to ensure proper disposal of materials to facility.
- Performs sorting, diversion, composting and transfer functions for waste received at the County transfer station per department procedures.
- Maintain effective working relationships with other County employees, supervisory personnel, state and local regulators and the public.
- Performs administrative and general office duties.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Cross-trains on all exterior operations and trains other staff members on scale operations.
- Performs other related duties as required.

Position Requirements:

- Obtain Weigh Master Certification through State of Idaho, Bureau of Weights & Measures.
- Computer Skills – Experienced with computer software programs including Microsoft Office
- Accounting Skills – Responsible experience with accounting practices; ability to maintain high level of accuracy in preparing and reporting of financial information.
- Communication Skills – Effective interpersonal and customer service skills

Ability to:

- Perform multiple tasks simultaneously and complete work in a timely manner.
- Maintain detailed and accurate computerized reports and hard copy files.
- Operate a cash drawer and accurately reconcile all department accounting transactions.
- Deal with parties in all situations in a forthright, diplomatic and confidential manner.
- Instruct the public in safe disposal methods according to Transfer Station rules and regulations.
- Identify hazardous material and alert proper authorities.
- Maintain effective working relationships with other County employees, and the public.
- Develop creative and effective resolutions to simple and complex problems.
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial.
- Perform work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- High School Diploma or GED; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Federal regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and landfill and solid waste transfer station workplace safety.
- Hazardous waste rules and regulations and related safety practices.
- Knowledge of Department Of Transportation regulations for proper weighing of all vehicles classes

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; read, review and prepare documents and process them in a prescribed order; inspect solid waste loads for hazardous materials or other non-acceptable materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and job-related software;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to stand for extended periods of time; and to lift or move objects that weigh up to 50 lbs.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.