

Class Title: PW Solid Waste Weigh Master

Pay Grade: ____

FLSA Designation: Covered

Established: 3-09

Revised: 02-24-2015

Class Summary/Primary Function

The principal function of an employee in this class is to weigh vehicles according to State laws, screen loads for foreign objects and toxic and hazardous materials according to landfill rules and regulations and collect fees; inform outside staff of loads that arrive on-site and where they will be disposed of; process billings for account holders; process claims for the Solid Waste department; prepare, maintain accurate reports on solid waste materials, quantities, etc in accordance with the Transfer Station Operation Plan and within Department of Environmental Quality and Eastern Idaho Public Health District regulations; identify alternative disposal sites; and provide effective customer services. 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)

- Accurately weigh/record approximately 150-250 vehicles per day as they cross the scale according to Bureau of Weights and Measures State laws;
- 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;
- Runs daily, monthly and yearly reports of all materials, quantities for incoming and outgoing loads;
- Processes claims for the Solid Waste Department;
- Processes billings for account holders; maintains accurate and complete documentation, using a personal computer and job-related software;
- Track the Solid Waste Departments' annual budget and expenditures;
- Complete accurate reports on types of solid waste materials received, quantities, etc using excel;
- Accurately record daily incoming solid waste tonnage;
- Track and record outgoing materials for recycling, landfill bound materials and salvaged materials;
- Creates new accounts;
- Contact account holders that are delinquent and makes sure they are current;
- Operate a cash register or cash drawer and provide accurate change to customers;
- Take credit card payments over the phone and at the counter;
- Collect, accurately count and balance monies with daily report and records all fees for disposal at the site;

- Run Daily Deposits to the Court house;
- Provides/maintains accurate accounting of all funds collected;
- Separates recyclables out of solid waste and delivers to recycle center;
- Contacts appropriate contractors for disposal of metals, refrigerator Freon, hazardous waste, etc.
- Directs customers to appropriate dump sites and notifies co-workers via radio of loads being delivered;
- Performs sorting, diversion, composting and transfer functions of solid waste received at the County transfer station;
- Screens/records loads for foreign objects and toxic and hazardous materials according to Transfer Station Operation Plan, Department of Environmental Quality and Eastern Idaho Public Health District rules and regulations;
- Provides customer service on all Solid Waste policies, procedures and practices, explains processes to the public in person or by telephone, quotes fees for various types of materials in a polite and courteous manner;
- Keep Calm and address all situations in a professional demeanor when dealing with irate customer;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local regulators and the public;
- Maintain
- Manages The Counties web site and updates information as needed;
- 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.

Competency Requirements:

Knowledge of:

- Solid waste disposal transfer station operations;
- Effective recordkeeping practices and procedures;
- Current customer service methods, techniques, and objectives;
- Hazardous waste rules and regulations and related safety practices;
- 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.

Ability to:

- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Identify hazardous material and alert proper authorities;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, and the public;
- Prepare accurate and reliable reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;

- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.
- Operate a cash register or cash drawer and provide accurate change to customers;
- Keep Calm and address all situations in a professional demeanor when dealing with irate customer;

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

- Ability to obtain Weigh Master Certification

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.