WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for operating a weighscale at the solid waste landfill. Duties include weighing vehicles, checking contents for admission to the landfill and billing customers. Work is performed under the general supervision of a higher level municipal utilities employee in accordance with prescribed methods and procedures. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks all vehicles entering facility for proper identification and acceptability of
contents;

Directs vehicles onto weighing platform;

Weighs vehicles, determines load types and computes net weights;

Records data for each vehicle including vehicle weight, customer name and account
number, type of refuse and type or method of payment;

Determines billing rates for each customer based on type or refuse or established
contractual rates of payment;

Directs vehicles to specific dumping areas within the facility;

Keeps scales and surrounding areas clean and free of debris;

Maintains and makes simple repairs to weighscales and related equipment;

May inspect contents of vehicles for toxic wastes, asbestos or other unacceptable
material;

May refuse unauthorized vehicles access to facility;

Enters data into computer terminal to process information on rates, billing, payments
and receipts;

Provides information to the public by phone or in person;

Compiles and keeps accurate records of all transactions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation of large scale weighing devices;

Working knowledge of business arithmetic and English;

Ability to weigh loaded vehicles and compute weight of contents;

Ability to understand and carry out oral and written instructions;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None