

## **SCALEHOUSE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs routine work at a landfill scale house weighing in trucks, checking permits and weighing out trucks. This position is responsible for accurate collection of vehicle weight, waste classification, billing data, care and maintenance of the scales, scale house and general area. Supervision is not typical of this position.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Verifies the eligibility of a vehicle for use of the landfill site;
- Enforces landfill access policies and procedures;
- Ensures all scale tickets have been accurately completed and signed by the driver;
- Ensures all sales by check or coupon are calculated and completed properly;
- Adds new vehicles into the computer system when appropriate and to keep tare weights current;
- Ensures each commercial vehicle entering the landfill has a permit and landfill tracking number;
- Tracks vehicles as necessary;
- Interacts with residents and commercial customers on a daily basis;
- Enters and retrieves information in an automated information system;
- May perform weighing manually should facility lose power or the computer system fail;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of standard waste industry disposal practices;
- Working knowledge of personal computers and office equipment;
- Basic writing and math skills;
- Ability to read and write;
- Ability to understand and communicate oral and written instructions;
- Ability to operate personal computer in a network environment;
- Ability to accurately calculate and record billing data;
- Physical condition commensurate with the demands of the position.

SEE REVERSE

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in scale operations and/or solid waste disposal operations.

**SPECIAL REQUIREMENT:**

Heavy lifting may be required.