

Senior Weigh Scale Operator Tompkins County

Department: Recycling and Materials Management

Classification: Competitive

Labor Grade: White Collar grade 9

Approved: Originally classified in 02/21/2008

Revised: 10/18;

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in accounting, clerical, business or closely related field; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in data entry, clerical or accounting; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Must obtain a valid Weigh Master's License within one month of hire date.

DISTINGUISHING FEATURES OF THE CLASS:

This is a moderately difficult position involving the supervision of the weigh scale operations at the Tompkins County Recycling and Solid Waste Center (RSWC). This work may require decision-making as to methods to be used. The incumbent exercises moderate autonomy and independent judgment when performing the financial and operational related duties associated with the Department of Recycling and Materials Management. The activities are performed under the direct supervision of the Deputy Director. The Senior Weigh Scale Operator is considered a "lead position" and may supervise one or more subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises scale operations by instructing, assigning and reviewing work and prepares monthly scheduling of scale house staff;
- Ensures computer software is operating properly;
- Operates weigh scales, including reading weight of vehicles;
- Input data into personal computer, including permit numbers, type of load, origin of load, payment type, and destination;
- Collects payments, operates cash register, makes change, issues receipts;
- Analyzes weigh scale and monitors traffic for safe and efficient operations;
- Prepares and reviews documents and reports for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;
- Ensures scales, computer, and equipment in the scale house are in good working order;
- Conveys information on what types of materials and items are acceptable at RSWC to all customers in a courteous, professional manner;
- Provides routine information orally about disposal and recycling;
- Interacts with Recycling & Solid Waste Center staff by coordinating outbound material loads;
- Interacts with outside contractors to trouble shoot scale problems, coordinating preventative Maintenance;
- Ensures all vehicles entering the facility for purposes of disposing trash possess and display a permit as required by the County;
- Assures that all loads are covered, and implements fines accordingly;
- Open and close entrance and exit gates;
- Keep inside and outside of scale area clean & free of debris;
- Maintains a safe and orderly working environment;

- Makes bank deposits as needed and completes required logs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of waste and recycling types, and knowledge of what materials are acceptable at RSWC;
- Skill in directing customers in a non-confrontational manner;
- Ability to work an irregular work week (work week will include Saturday);
- Will work designated holidays with commensurate time off;
- Ability to be courteous and tactful;
- Ability to get along well with others;
- Ability to exercise self-control with irate persons;
- Ability to do regular repetitive tasks;
- Ability to operate a personal computer, utilizing specialized software and spread sheets;
- Ability to handle case inflows and outflows;
- Ability to accurately perform arithmetic computations involving fractions, decimals, and percentages;
- Ability to prepare and analyze financial data and reports, and conduct monetary transactions in an accurate and efficient manner;
- Ability to organize and maintain accurate records and files;
- Ability to use and maintain good judgment;
- Ability to be dependable in meeting conditions of work schedule;
- Ability to make bank deposit when needed;
- Work involves reaching, sitting, standing, walking and repetitive motion;
- The employee is expected to demonstrate punctuality and attention to detail;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds.

The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen, with or without reasonable accommodations. As a result, this position requires a moderate amount of visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions, with or without accommodations. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. This would require a moderate level of precision, manual dexterity, operating knowledge and/or skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, or otherwise demonstrate the ability to perform these essential functions.

Mental

The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority.

Environmental

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. The work is performed indoors in a temperature controlled environment, however, the window of the booth are open a majority of the time so heat, cold, humidity, odors, noise, etc., are factors that are significant to this job. This would constitute moderate exposure to disagreeable environmental conditions. Prompt and regular work attendance is required. As a result, the employee is required to meet the transportation requirements necessary to get to this job. The employee will be exposed to dust, odors and unsanitary conditions. As a result, there is minimal risk of moderate injury or illness.