

Civil Division: Oneida-Herkimer Solid Waste Management
Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 05/09/11

WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida-Herkimer Solid Waste Management Authority and involves responsibility to operate a computerized weigh scale device to weigh trucks entering the facility and activities related to the weighing tasks. The work is performed under general supervision of a Senior Accountant or other management personnel. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Weighs and records weights of solid waste and recyclables deposited for processing;
Determines type of refuse of such material and, when necessary, partakes in cash transactions;
Issues computer scale receipts to truck drivers for material received under contract;
Continually checks weight of trucks by computerized scale;
Keeps weighing area clean and orderly;
Physically inspects contents of trucks to assure proper direction of loads;
Notifies various tipping floor personnel of incoming goods through use of two-way radio or other communication device;
Directs traffic verbally and through use of traffic signals;
Notifies haulers of any procedural changes;
Reports outgoing load contents as needed to management to insure proper paper work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of large vehicle weighing devices; ability to read truck numbers and accurately weigh and record tonnage; ability to distinguish between various categories of waste, i.e., refuse, recyclables, construction and demolition debris, incinerator residue, green waste and sludges; ability to read, understand and utilize simple charts; ability to sort simple records; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to operate an alpha-numeric keyboard on a personal computer; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Six (6) months of experience in a public or private sanitation collection and/or disposal activity as a weighing-station or scale operator (weighing trucks at off-highway inspection stations) OR in weighing other large and heavy items for recording purposes.

NOTE: Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a New York State Weighmaster License at time of appointment. This license must be maintained throughout appointment.

Adopted: 09/18/91
Revised: 07/08/94, 06/02/95, 02/10/06, 05/09/11

