

SENIOR WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Oneida-Herkimer Solid Waste Management Authority, and involves additional responsibility to perform account clerical and office tasks, as well as, operate a computerized weigh scale device to weigh trucks entering the facility and activities related to the weighing tasks. This position differs from that of Weigh Scale Operator, by the addition of account clerical and office task work performed for the weigh scale operations at the Authority. The work is performed under general supervision of the Senior Accountant. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Runs daily reports to verify arithmetical and clerical accuracy of scale operations and cash inflows for all Authority locations;

Instructs and communicates with Weigh Scale Operators regarding the specialized details of this work, as well as, training new employees on scale operation;

Maintains and updates files and information on all Authority customers;

Communicates with haulers and other customers regarding these records, both orally and in writing.

Researches customer accounts and records;

Assists supervisor in preparation of monthly statements;

Operates computerized scale/accounting system for trucks incoming and outgoing through Authority facilities on fill-in, as needed, basis to cover illnesses, holidays, and/or vacations. This requires the ability to travel to any and all locations where a scale operator is needed.

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;

Directs traffic verbally and through use of traffic signals;

Notifies haulers of any procedural changes;

Reports outgoing load contents to Principal Account Clerk to insure proper paper work;

Inspects and secures tipping floor areas daily and reports to plant manager;

Assists supervisors in preparation and collection of monthly and yearly financial data;

Operates computing, calculating, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of large vehicle weighing devices; good knowledge of keeping and researching customer accounts and records; 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 alphanumeric keyboard on a personal computer; ability to communicate effectively both orally and in writing; ability to travel to any Authority location on short notice, as needed; accuracy; reliability; flexibility; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in a public or private sanitation collection and/or disposal activity as a weigh station or scale operator (weighing trucks at off-highway inspection stations) **OR** in weighing other large and heavy items for recording purposes; **OR**
- (B) Four (4) years of experience in a public or private sanitation collection and/or disposal activity as a weigh station or scale operator (weighing trucks at off-highway inspection stations) **OR** in weighing other large and heavy items for recording purposes; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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

SPECIAL REQUIREMENT: Possession of a valid New York State Weighmaster License at time of appointment.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.