

Uintah County

Job Description



Title:	Scale House Operator	Code:	428
Division:	Operations	Effective Date:	3/07
Department:	Landfill	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	7

GENERAL PURPOSE

Performs a variety of **clerical and first-line public contact duties** as needed to authorize public admittance into county landfill; collects fees and monitors waste to assure compliance with facility regulations.

SUPERVISION RECEIVED

Works under the general supervision of the Landfill Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs as landfill gate attendant; assures appropriate admittance of public and waste collection contractors; operates scale to determine fees; enters hauler information into computer record; receives and receipts fees; calculates fees and charges customers according to established fee schedules according to estimated size and/content of waste loads; maintains detailed records of type of waste entering the landfill; prepares weekly invoices for haulers.

Performs general bookkeeping and balancing of daily receipts and prepares daily reports; prepares daily bank deposit.

Observes waste to identify hazardous waste or other materials excluded from deposit in public landfill.

Monitors customer activities to assure compliance with established rules and regulations; operates radio and two-way communications as needed to alert equipment operators of suspicious activity or waste loads.

Deals with public complaints; apprises public of landfill requirements and fees; resolves issues face-to-face or seeks supervisory assistance.

Performs general cleaning and maintenance of scale house.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;

AND

B. Six months (6 mo.) of general work experience in cashiering or some other related field;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of general accounting principles and practices; mathematics; federal and state regulations related to hazardous waste and environmental protection; interpersonal communications skills.

Skill in the operation of a cash register.

Ability to communicate effectively verbally and in writing; estimate quantity of materials accurately; develop and maintain effective working relationships with supervisors, co-workers and the public.

3. Special Qualifications:

Must be bondable.

Must complete 40 hour hazardous waste course.

4. Work Environment:

Majority of essential functions are performed in a safe inside environment. Overall work environment may be objectionable as impacted by outdoor waste odors, dust, wind and isolation; physical conditions of work place expose incumbents to weather extremes, without the normal indoor climate controls. occasionally, incumbent of the position performs outdoor physically demanding duties. Tasks require variety of physical activities, not normally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity necessary to job performance. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)