

CITY OF GLENDALE

TITLE: Weigh Scale Operator CLASS CODE: 830
REPORTS TO: Landfill Supervisor GRADE: 14
DEPARTMENT: Field Operations FLSA: N
JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Weighs vehicle, collects payment and prepares bills of lading at the City landfill.

ESSENTIAL FUNCTIONS:

1. Performs pre-opening of scale house activities that include, counting cash start-up money, booting up computer systems and scales, preparing paperwork and opening of landfill.
2. Enters information into the computer regarding each vehicle entering the landfill.
3. Weighs incoming and outgoing trucks.
4. Prepares bills of lading for incoming and outgoing trucks with loads of recyclables.
3. Verifies accuracy of data entry, receives payment from cash customers and provides customers with printed receipts.
4. Verifies resident status of customers by checking identification.
5. Determines nature of loads coming in and whether dumping is allowed; Checks for tires and chemicals; Fills out tire manifest.
6. Directs traffic at face of landfill, answers telephone and personal inquires and provides routine information.
7. Completes previous day transactions, backs up data on disc or cassette.
8. Runs daily printouts, prepares next day's cash, counts receipts and prepares deposit, delivers cash and reports to proper locations.
9. Completes end of month reports and clears computer.
10. Cleans weigh trailer.

SECONDARY FUNCTIONS:

11. Assists in developing forms and reports for landfill operation.
12. Makes signs for holiday closures.
13. Performs related work as required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Equipment and methods used in cash handling and providing receipts.

Ability to:

- Make accurate mathematical calculations.
- Effectively carry out oral and written instructions.
- Establish and maintain effective working relationships with landfill users.
- Operate a computer and accurately enter data.
- Communicate effectively verbally.

WORKING CONDITIONS:

Work involves extensive walking and standing and exposure to irate customers.

MINIMUM QUALIFICATIONS:

High school education and one year experience as a cashier using computerized equipment.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Current Arizona Drivers License.