



CALHOUN COUNTY, ALABAMA

JOB DESCRIPTION

Scale House Operator Temp Not to exceed 180 days

Department: County Commission

Reports to: Solid Waste Management Manager

Class: Non-Civil Service; FLSA – Non-Exempt

Pay: \$16.1573 an hour

Please email resume to hr@calhouncounty.org

Note: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

JOB SUMMARY

This classification performs routine work in the operation of scales and related equipment at a County landfill. Work involves responsibility for the operation of scales and related equipment in weighing and recording the weight of solid waste brought to the landfill in trucks by contract trash collectors and private citizens. Work includes preparing and maintaining daily records.

ESSENTIAL FUNCTIONS

The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Weighs vehicles by means of an electronic scale connected to a computer to determine the weight of solid waste brought to the landfill for disposal.
- Receives payments or makes charge entry in computer; correctly counts money, maintains petty cash fund and makes accurate mathematical computations.
- Makes daily bank deposits and prepares daily and monthly reports.
- Makes appropriate decisions of applicable policies, rules, procedures, regulations, rates, hours of operations and the customer information computer systems, effectively executes all intermediate skills associated with customer service, including, but not limited to, answering and effectively satisfying all customer requests, inquiries and complaints.
- Estimates cubic yardage of waste in case of computer or scale breakdown.
- Performs daily sight inspection and cleaning of the scales.
- Works efficiently and tactfully in a demanding, high stress environment to answer and effectively satisfy assigned inquiries and complaints.
- Prepares and communicates information clearly, effectively and tactfully, orally and in writing; establishes and maintains effective working relationships with colleagues, other.

- County departments, other agencies, and the public.
- Provides support and informal training in the operations of both the Scale house to other team members, when requested.
- Order and process daily operating needs for the Scale house.
- Performs other related work (including weather or other extreme emergency duties) as required.

EXPERIENCE AND TRAINING

High school graduate/equivalent. Minimum three (3) years clerical customer service-oriented experience. Minimum of two (2) years cashiering experience. Valid driver's license. Equivalent combinations of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to learn landfill fees in relation to materials brought to the landfill.
- Ability to operate an electronic weighting scale and computer console.
- Ability to make routine arithmetical computations and tabulations accurately and to prepare routine reports.
- Ability to sit or stand at a workstation utilizing a personal computer and maintaining concentration for sporadic periods of time.
- Skill in computer operations, including pertinent software applications and a specialized Customer Service system.

WORK ENVIROMENT

Outdoor and Office environment; high noise environment while performing certain responsibilities. Lifting equipment up to 25 lbs. alone; up to 75 lbs. with assistance. Ability to stand for extended periods of time.