

JOB TITLE: Scale Operator/Administrative Secretary

SW/5

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position performs general clerical and accounting work associated with weighing vehicles delivering solid waste.

MAJOR DUTIES:

- o Weighs trucks, reads scales, records pertinent information, and directs traffic at the landfill or transfer station.
- o Fills out weight tickets on each vehicle and records information to applicable account.
- o Computes bills, issues receipts, records amount received, and reconciles statements.
- o Collects tipping fees and makes bank deposits.
- o Reviews and verifies records and reports to insure that required information is provided and correct.
- o Computes a variety of arithmetic calculations using a calculator or computer.
- o Provides information to patrons concerning dumping fees and locations.
- o Compiles and summarizes billing records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge the operation of a solid waste scale and the associated peripheral equipment.
- o Knowledge of county policies and procedures.
- o Knowledge of department and safety rules and regulations.
- o Knowledge of bookkeeping practices.
- o Skill in operating a computer, calculator, typewriter, and computerized scales.
- o Skill in performing basic mathematical calculations.
- o Skill in maintaining accurate records and preparing reports.

- o Skill in dealing with the public.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Solid Waste Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state waste disposal guidelines, county ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related scale operation and administrative duties. The necessity of dealing with the public contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to operate the solid waste scales and maintain related records. Successful performance contributes to efficient solid waste disposal.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, with intermittent standing or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office, storeroom, or warehouse. The employee is exposed to noise, dust, dirt, grease, contagious or infectious diseases, and irritating chemicals.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.