

## WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for weighing vehicles at a solid waste disposal site so that appropriate fees may be charged. This position does not involve collecting fees or handling cash. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs operating sequences to receive and exit vehicles through incoming and outgoing scales;

Assists in checking all components of the weigh scale system to ascertain all are in working order;

Maintains a control environment in scale house to ensure proper operation of the computerized scale system;

Responsible for maintaining the clean environment of the weigh scale house and its perimeter;

Assists in performing key starting instructions on command printer as necessary;

Prepares and issues tickets and receipts as necessary;

Performs minor maintenance and repair work on scales, scale house and scale house grounds;

Performs random spot checks of deliveries to ensure that materials being delivered conform to materials reported by the driver;

Answers phone, records messages and provides routine information;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to keep simple records; ability to follow oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; courtesy; alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School diploma or equivalency degree, and one year of work experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.