

WEIGH SCALE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Weigh Scale Supervisor, an incumbent is responsible for weighing vehicles and collecting tickets 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;

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

Operates traffic control devices to allow vehicles to proceed to tipping area and exit from facility;

Issues receipts to vehicle driver and collects tickets;

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

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.

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

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Graduation from high school or possession of an equivalency diploma; or (b) two years of clerical experience; or (c) satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS: 1) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety; 2) Possession of appropriate license to operate a motor vehicle in the State of New York at time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Class Code: C1550
Job Group: V