

WEIGH SCALE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for overseeing the operations of the weigh scale at the solid waste disposal sites. Each incumbent functions as lead worker over a weigh scale operator. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs key starting instructions on command printer, including mini-computer restarts, transaction and account reports, user fee charge changes, time change corrections and computer inquiries;

Compiles and keeps accurate records of all transactions;

Maintains attendance records and records necessary changes;

Requisitions and issues office and other supplies;

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

Prepares and issues tickets and receipts as necessary;

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

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

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of large scale weigh scale weighing devices; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to oversee the work of others; ability to understand and carry out oral and written instructions; ability to work well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; courtesy; alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of an equivalency diploma and one year of weigh scale operation experience; or (b) two years of weigh scale operation experience.

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

West. Co.
J. C.: Competitive
MQT51

Job Class Code: C1551
Job Group: VI