

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;

Provides information to the public by phone or in person:

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: 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 license appropriate to operate a motor vehicle in the State of New York at time appointment.

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

West. Co.
J. C.: Competitive
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Job Class Code: C1551
Job Group: VI