

WEIGHMASTER I

NATURE AND VARIETY OF WORK

This is entry-level work with the responsibility for determining the weights of and collecting fees for the disposal of refuse at a sanitary landfill. Incumbents ensure the orderly flow, control, and accountability of refuse collection trucks and vehicles using the scale at the Landfill. Incumbents have primary responsibility for the collection and accounting of fees received. Entry-level assignments are performed under the close supervision of the Weighmaster Supervisor in accordance with established policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Ensures that the automated scale system is activated and operational during each tour of duty.

Controls the flow of refuse trucks and other vehicles using the scale at the Landfill.

Operates automated scale system to weigh trucks, collect required fees, and issue appropriate receipts.

Accounts for monies received in payment for use of scale; maintains accurate and complete records and statistical data based upon refuse weighed and fees collected.

Resolves questions and responds to complaints from contractors, the general public, and other agencies regarding disposal charges, accounts, and regulations.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of policies, procedures, and standards governing cash transactions.

Knowledge of safety precautions and hazards involved with working in close proximity to large trucks and vehicles.

Knowledge of laws and regulations pertaining to the refuse disposal and scale house operation or the ability to acquire such knowledge within the probationary period.

Ability to use and operate an automated scale system.

Ability to make cash transactions and arithmetic computations rapidly and accurately.

Ability to maintain accurate and complete records.

Ability to establish and maintain effective working relationships with associates, contractors, and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with coursework in business math, accounting, recordkeeping, or data processing plus at least one (1) year experience performing functions related to such subjects or one (1) year of business school or college with coursework in related subjects; or any equivalent combination of education and experience which provides the required knowledges, skills, and abilities.

CONDITION OF EMPLOYMENT

A valid Maryland State driver's license is required upon appointment.

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