

## WEIGHMASTER SUPERVISOR

### NATURE AND VARIETY OF WORK

This is first-line supervisory and administrative work responsible for supervising, planning, and coordinating the activities of a section of Weighmasters engaged in the operation of a weigh station and the collection of fees for refuse disposal at a sanitary landfill. Primary responsibilities include the orderly flow of refuse collection trucks across the scale and the collection and accounting of fees received. Work is performed under the general supervision of the Landfill Operations Supervisor or his designee in accordance with established departmental policies, procedures, and practices.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions in accordance with the Personnel Law.

Monitors/coordinates the activities of subordinate staff in order to ensure that such operations are managed efficiently and effectively within budgetary and resource parameters and initiates appropriate actions designed to accomplish sectional/divisional/departamental missions, goals, and objectives.

Conducts investigations involving complaints, unusual or sensitive matters.

Explains and interprets codes, regulations, and standards to contractors, the general public, and other agencies regarding the weigh station and disposal operations.

Reviews, edits, and compiles written correspondence (e.g., reports, memoranda, charts) generated by subordinate staff in order to 91) verify its accuracy, completeness, and compliance with established policies and procedures, and 92) to assist in preparing daily/weekly/monthly reports to management on weigh station operations as part of an ongoing effort to highlight the status and progress of sectional/divisional activity.

Monitors the use, operation, and inventory of County vehicles/equipment/supplies assigned to the weigh station in order to determine if such items are being used/operated in accordance with prescribed policies and procedures.

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

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

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

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

Ability to maintain accurate and complete records and ability to prepare related reports.

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 three (3) years experience performing functions related to such subjects which includes one (1) year in a supervisory capacity; 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.