

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Solid Waste Scale Attendant
Department: Public Works
Annual Hours Worked: 2080

Position Number: 1118
Salary Range: 8
Public Works Union

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 The major function of this position is the operation of County owned Transfer Stations, which may include repair and upkeep of said facilities.
- 1.2 Persons in this position will be assigned the responsibility of weighing, payment collection and inspection of solid waste materials being delivered by contractors and the general public at the County Transfer Stations.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position will receive supervision from the Facility Manger and/or the Management staff of the Public Works Department.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position do not supervise any employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 General assignments include, but are not limited to:
- Directs commercial vehicles to appropriate area for off-loading of solid waste materials;
 - Directs general public off-loading of solid waste materials, assists public in placing recyclable materials and Household Hazardous Waste materials in proper containers;
 - Visually screens solid waste materials for acceptability and directs the removal of unacceptable wastes;
 - Visually screens solid waste materials for recyclables and removes such materials;
 - Performs manual labor while picking litter on Transfer Station grounds;
 - Operates equipment as needed in completing tasks assigned;
 - Operate weight scale and ticketing systems used in weighing of vehicles for determination of solid waste quantities;
 - Maintain accounting paperwork and cash receipting system necessary for the collection of monies for the disposal of waste;
 - Other duties as assigned.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Knowledge of scale equipment and modern methods in using such;
- 5.2 Knowledge of recyclable materials and Household Hazardous Waste materials generated from both residents and commercial business;
- 5.3 Knowledge of cash receipting;
- 5.4 Ability to operate computers with basic knowledge of Microsoft products (Word, Excel) and email;
- 5.5 Ability to maintain a positive consumer service relationship with the public and commercial use of the facilities;
- 5.6 Ability to accurately make change and keep records of daily/weekly/monthly transactions;

- 5.7 Ability to comprehend and willfully take orders as well as follow directions;
- 5.8 Ability to work independently when given directions;

6.0 MINIMUM QUALIFICATIONS

- 6.1 Must be able to sit or stand for extended periods of time and maintain physical condition and manual dexterity;
- 6.2 Must be physically able to lift and/or carry up to 75 pounds;
- 6.3 Must have excellent moral character and be able to get along with a diverse population including county staff and citizens;
- 6.4 Must maintain a neat, clean personal appearance;
- 6.5 Must be proficient in business arithmetic and use of calculator;
- 6.6 Ability to write clearly, handle money transactions and make correct change;
- 6.7 High School diploma or equivalent;
- 6.8 First Aid and CPR certified or ability to obtain certification;

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.2 Have completed a Household Hazardous Waste training session of 40 hours or more;
- 7.3 Two years or more experience working in a similar position;

8.0 WORK ENVIRONMENT

- 8.1 While performing the duties of this job, the employee works in many different environments. Typical work is completed inside an office environment. The employee occasionally will be required to be outside in extreme weather, from hot summer temperatures to the cold snowy weather, while performing manual labor during the collection of litter. Work conditions may require responding to situations at night and on holidays.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.¹