



Monterey Regional Waste Management District

Job Description

Position:	Weighmaster	Department:	Scales
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Ops unit
Reports to:	Scales Supervisor	Revised:	August 2014

DEFINITION: Under general supervision, operates a computerized scale and related fee equipment to determine fees for waste disposal vehicles; to check loads in order to determine charges; to receipt and collect fees from customers; to provide information about District services and fees; and to perform other job-related duties as required. This is the entry and first working level in the Weighmaster class series. An incumbent learns performs the operation of an automated scale and related fee computation system to determine fees and charges for use of District waste disposal facilities.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates an automated scale and related fee computation system to generate tickets for waste disposal.
- Inspects vehicles to identify type of materials for fee determination
- Collect fees from customers
- Maintains records of opening and closing amounts of cash and total monies collected
- Reconciles monies collected
- Provides basic information on landfill site operations and regulations
- Directs customers to appropriate locations for disposal of waste materials
- Operates radio to receive and send messages to District staff
- Answer telephone to route callers and provide general information on landfill operations and rules by phone
- Operate a variety of office machines and equipment including computer, calculator, copier and fax to perform necessary transactions
- Work indoors in Weighmaster station; walk outside

Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Basic arithmetic
- Basic recordkeeping procedures
- Basic cashiering techniques and practices
- Receptionist and telephone techniques
- Safe work practices and procedures

Ability to:

- Ability to operate standard office machines and equipment
- Maintain accurate records
- Ability to operate computerized scale and fee computation equipment
- Receive money and make change accurately
- Ability to interact tactfully and courteously with the public and other District staff
- Read and write at the level required for successful job performance
- Understand and carry out oral and written instructions and accept constructive criticism
- Prepare basic reports
- Pass District physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position
- Ability to work independently and in teams; promote team harmony and effectiveness
- Apply sound judgment in a variety of circumstances with or without specific instructions
- Adhere to an assigned work schedule, adjust working hours to include Saturdays, and meet District attendance standards.

Training, Education and Experience

- Any previous work experience performing office or clerical work.
- High School Diploma desired.

TYPICAL WORKING CONDITIONS - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequent to constant stand and walk; sit for limited time; frequently bend and turn neck; constant manual/finger dexterity and hand/eye coordination; frequent to constant reaching forward and to side; constant pulling (ex: tickets off receipt machine); constant hearing and vision to normal range; constant verbal communication; occasionally walk on sloped ground and uneven surfaces; occasionally lift and move objects weighing up to 10 lb.

Work Environment - Work indoors in Weighmaster kiosk; walk outside kiosk occasionally resulting in exposure to outdoor environment. Exposure to airborne pollutants due to vehicle traffic and customers entering and exiting the kiosk through the day. When outdoors, exposure is constant to dust, dirt, exhaust from vehicles and other odors from the facilities and grounds.

Special Requirements - Ability to qualify and obtain a Weighmaster's License issued by the California State Department of Food & Agriculture within the initial two years of employment with the District.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print