



# Job Description

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<b>Position:</b>	<b>Deputy Weighmaster</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Site Operations</b>	<b>FTE:</b>	<b>Part-Time</b>
<b>Reports to:</b>	<b>Scales Supervisor</b>	<b>Revised:</b>	<b>August 2023</b>

**DEFINITION:**

Under general supervision, operates a computerized scale and related fee equipment to determine fees for waste disposal vehicles; to check loads 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 a part-time, flex position; incumbent is generally scheduled a maximum of 20 hours per week, including Saturdays and some holidays and fills in for Weighmaster staff as needed for scheduled and unscheduled leave.

**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.*

- Availability to work variable days, variable hours, including Saturdays.
- Flexibility to accept work with minimal advance notice to provide coverage for unscheduled leave of Weighmaster staff.
- Meet all Physical and Sensory Requirements noted on page 2.
- Ability to read, write and speak fluent English.
- Basic arithmetic.
- Basic recordkeeping procedures.
- Basic cashiering techniques and practices; receive money and make change accurately (e.g., financial transactions).
- Receptionist and telephone techniques.
- Ability to operate an automated scale and related fee computation system to generate tickets for waste disposal.
- Maintain accurate records.
- Ability to interact tactfully and courteously with the public and 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.
- Ability to work independently and in teams; promote and contribute to team harmony and effectiveness.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.

**MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**

**Knowledge of and Ability to:**

- Safe work practices and procedures.
- Ability to prepare basic reports.
- Ability to operate computerized scale and fee computation equipment.
- Pass District physical examination, which includes drug testing and pre-employment assessment of



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safe work capacity in relation to the essential job functions of the position.

- Ability to operate standard office machines and equipment.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Inspects vehicles to identify types of materials for fee determination and waste screening procedures implementation.
- 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 recycling and/or 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 frequently.
- Provides back-up coverage for the Administrative Support Specialist(s), as assigned.
- Other duties as assigned.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of varied and responsible experience in Retail/Customer Service, Clerical or Administrative Support functions. High School diploma required.

### **PHYSICAL AND SENSORY REQUIREMENTS:**

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 lbs.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; learn and apply new information or skills; interact with all levels of District management and personnel, and the public.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees work in "kiosk" environment and while



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performing work outdoors, will be exposed to environmental elements such as dirt, dust, mud, garbage, moderate noise levels and unpleasant odors.

## ACKNOWLEDGEMENT

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

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**Employee Name (Print)**

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**Date**

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**Employee Signature**