



Monterey Regional Waste Management District

Job Description

Position:	Scales Supervisor	Department:	Scales
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Ops unit
Reports to:	Director of Operations	Revised:	March 2019

DEFINITION

Under direction, to plan, coordinate, and supervise the daily scale operations and scales staff; to process and analyze load transactions for accounting purposes; to advise customers on the waste disposal matters; to provide information about District services and fees; and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory class in the Weighmaster class series. Incumbents assigned to this class are expected to perform the full range of scale operations assignments, as well as provide supervision, training, scheduling, and work assignments for scales staff. An incumbent operates the 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.

- Plans, coordinates and supervises the scale operations, assessing customers' needs and schedules staff accordingly.
- Coordinate operations with Materials Recovery Facility Management, Site Superintendent and other staff to achieve desired level of recycling and operations goals.
- Analyzes and processes customer transactions to ensure proper reports of materials, proper customer billing, and evaluation of site activities.
- Advise customers on ways to save money and maximize recycling.
- Researches customer inquiries, complaints, load routing and fee assessment, resolving problems.
- Maximizes recycling efforts through load assessment and routing and fee collection.
- May operate an automated scale and related fee computation system to determine charges and generate charge tickets for waste disposal.
- Collects fees from customers or files and reviews daily charge tickets.
- Maintains records of opening and closing amounts of cash and reconciles all monies collected.
- Maintains monthly billing accounts and a variety of site usage and statistical records and files.

Revised: March 2019

- Inspects vehicles to identify type of materials for fee determination and instructs vehicle operator on proper location for disposal of waste materials.
- Directs customers to appropriate locations for disposal of waste materials.
- Operates radio to receive and send messages to other District staff.
- Provides general information on landfill operations to customers.
- May operate a variety of office machines and equipment including computer, calculators, typewriters, copiers, and FAX.
- Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Laws, rules and regulations regarding the weighing of vehicles and use of solid waste landfill facilities.
- Sound customer service practices and procedures.
- Principles of supervision, training and employee evaluation.
- Recordkeeping procedures.
- Cashiering techniques and practices.
- Safe work practices and procedures.
- Standard office machines and equipment.
- Operation of computerized scale and fee computation equipment.

Ability to:

- Plan, organize, and supervise the District's scale operation.
- Provide supervision, training, and work evaluations for assigned staff.
- Organize and coordinate accounting functions of the Scale Operations.
- Operate computerized scale and fee computation equipment.
- Gather, organize, evaluate, and analyze a variety of information.
- Direct the preparation and prepare a variety of reports.
- Perform a variety of complex customer service assignments.
- Use a computer and software applications.
- Operate and use office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent District policies, programs, and services with employees, the public, and representatives of other agencies.
- Establish and maintain cooperative working relationships.

Training 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:

Four (4) years of varied and responsible experience in functions, operations, and services of a solid waste management landfill agency, including some experience in operating computerized scales and providing lead direction to assigned staff.

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.

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.

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