



SOLID WASTE SCALE ATTENDANT JOB DESCRIPTION

Job Title: **Solid Waste Scale
Attendant**

Pay Grade: **115**

FLSA: **Non-Exempt**

Job Code: **SW105**

Effective Date: **October 2007**

Revision Date: **May 2015**

NATURE OF WORK

Under basic supervision, provides cashier and customer services at Solid Waste transfer stations, and answers questions from the public about County solid waste, disposal and recycling services.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors entrance to County Solid Waste transfer centers, and inspects refuse; identifies reusable, recyclable, and hazardous materials for disposal options, diversion, and alternate processing; prevents admission of hazardous substances and prohibited materials; enforces compliance with County standards and safety rules and regulations.
- Greets customers and explains Solid Waste services and fees; provides customer service, answers questions and assists customers as needed.
- Directs customers to the designated areas for type of refuse being disposed and monitors recycling area.
- Weighs materials as needed; calculates and collects disposal fees, issues receipts and provides correct change; balances and reconciles cash sales to monies collected at end of each day; prepares bank deposits and revenue reports.
- Maintains bookkeeping records and files; enters data into computer systems, and updates accounts.
- Reports problems and incidents to Supervisor immediately.
- Responds to requests for information; provides basic information within scope of authority.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a Solid Waste transfer station and requires light physical demands; requires standing for long periods of time; work is performed in a small area.

EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent; OR an equivalent combination of education, training and experience. Customer service and cash handling experience, and bilingual English/Spanish is preferred.

A valid driver's license is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Customer service and cashiering principles and practices.

Skills in:

- Operating a calculator and cash register, counting money, and making correct change.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.