

SCALE HOUSE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Performs routine work at a Landfill scale house weighing in rucks, checking permits and weighing out trucks, this position is responsible for accurate collections of vehicle weight, waste classification, billing date, care and maintenance of the scales, scale house and general area. Supervision is not typical of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Verifies the eligibility of a vehicle for use of landfill site; Enforces landfill access policies and procedures; Ensures all scale tickets have been accurately completed and signed by the driver; Ensures all sales by check or coupon are calculated and signed by the driver; Adds new vehicles into the computer system when appropriate and to keep tare weights current; Ensures each commercial vehicle entering the landfill has a permit and landfill tracking number; Tracks vehicles as necessary; Interacts with customer on a daily basis; May perform weighing manually should facility lose power or the computer system fail.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of standard waste industry disposal practices; Working knowledge of personal computer and office equipment; Ability to read and write; Ability to understand and communicate oral and written instructions; Ability to accurately calculate and record billing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from high school or possession of a high school equivalency diploma and two years experience in scale operations and/or solid waste disposal operation.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted: 11/15/24