

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: WEIGH SYSTEM ANALYST I

REPORTS TO: MANAGER OF INFORMATION TECHNOLOGY

JOB CLASS: NON-EXEMPT

LOCATION: DOVER

PURPOSE: The purpose of this position is to provide support to management, operations and other areas of DSWA to assure that the weigh system field operations are maintained and that timely resolutions of related operational problems (in the field) occur.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts audit of all field transactions for all the landfills, transfer stations and recycling center in the State of Delaware for accuracy by preparing field transaction reports, reviewing daily reports from the field and reviewing video footage.
- Conducts complex investigation utilizing the surveillance system and the database (Compu/Weigh and record logs) to solve disputed transaction and for loss prevention.
- Organizes, prioritizes and coordinates the various functions and activities necessary to maintain an efficient and effective weighing system and with coordination of the accounting system.
- Performs monthly balancing of weigh system transactions for electronic transfer to accounting software for billing.
- Advises and reconciles any differences between the accounting and Compu/Weigh systems. Yearly balancing of the Compu/Weigh system and reports to auditors.
- Develops and complies reports for management and operations on a regular basis utilizing the weighing system database and crystal reporting.
- Prepares analytical, evaluative and statistical reports for management.
- Provides technical support to accounting, compliance and management. Also provides field support to weighmasters and staff.
- Documents processing and controls which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures and ensures quality assurance of results.
- Assists in updating weigh system for new rates and policies.

- Assists in weigh stations user security rights and user passwords.
- Modifies reports to reflect changes in rates, policy, etc.; system maintenance consisting of data entry for new accounts, trucks and producing bar coded ID cards.
- Provides regular communication to include internal/external contacts for the purpose of clarifying/gathering information and problem resolution.

ADDITIONAL DUTIES:

- Utilizes personal computer software to perform complex data analyses and report results. Back up Recycling Administrative Assistant for ReCommunity and Revolution reporting.
- Performs other duties as assigned.

This position will also provide support to other areas within the DSWA on an as needed basis to assure continuity of DSWA’s operations.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with an associate’s degree in business, information systems, computer science or related field and minimum of 5 years in related job duties

Ability to work with diverse personnel, consultants and contractors is preferred. Experience with computers and ability to quickly learn new software features is essential. Knowledge of auditing, tracking, analyzing and preparing field transaction reports checking for accuracy and anomalies. Attain the knowledge necessary to understand the functions, capabilities and use of the Compu/Weigh system. Attain the knowledge to understand the applicable policies and procedures governing the operations and charges of the Compu/Weigh System. Ability to use a personal computer software to perform complex data analyses. Ability to communicate effectively orally and in writing.

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires minimal lifting (less than 10lbs on an infrequent basis).

The position requires: close vision (clear vision at 20 inches or less).

Position risks exposure to indoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.