

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: WEIGHMASTER I

REPORTS TO: FACILITY MANAGER/ENGINEER/FACILITY OPERATIONS SUPERVISOR

JOB CLASS: NON-EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE: The purpose of this position is to operate the weigh system scales at facilities of Delaware Solid Waste Authority in accordance with the Standard Operating Procedures established by the DSWA.

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.

- Questions facility users and visually inspect vehicles to insure compliance with DSWA policies and regulations.
- Weighs incoming and outbound vehicles by operating computer and truck scales located at facilities and conducts monetary transaction.
- Determines waste, product, or material classification and destination, and computes charges.
- Directs users and controls traffic flow into and out of the facility.
- Provides information and assistance regarding rules, regulations and operating procedures to licensed public collectors, contractors and private citizens using the facility.
- Conducts daily opening and closeout procedures to reconcile monetary transactions received each day.
- Opens and closes scalehouse to ensure the security of scalehouse.
- Maintains records and logs of facility and weighing activity as required.
- Answers phones and provides information and assistance regarding rules, regulations and procedures to the public, contractors and haulers.

ADDITIONAL DUTIES:

- Maintains equipment related to scalehouse operations as instructed.
- Accepts bill payments and makes deposits.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent. No experience required.

Eligible for a valid Weighmaster License as issued by the Delaware Department of Agriculture, at the time of application and possession of such license at the time of appointment.

Knowledge of weigh system equipment and procedures. Training, knowledge and experience with computer software preferred. Ability to work independently. Ability to communicate effectively orally. Knowledge of office equipment including computers. Knowledge of weights and scales. Knowledge of DSWA's policies and procedures. Knowledge of DSWA's permits. Knowledge of hazardous material allowances. Knowledge of first aid. Ability to communicate effectively and in a courteous manner with the public, haulers and contractors. Ability to perform basic math skills (subtraction, addition, multiply and divide).

Physical Requirements:

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

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

The position requires: Close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Position risks exposure to indoor environment, noise, and dust.

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.