

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: WEIGHMASTER I

REPORTS TO: FACILITY MANAGER/ENGINEER/FACILITY OPERATIONS
SUPERVISOR

JOB CLASS: NON-EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE:

Operate weigh system scales at facilities of Delaware Solid Waste Authority in accordance with the Standard Operating Procedures established by the DSWA.

JOB DUTIES:

- * Question facility users and visually inspect vehicles to insure compliance with DSWA policies and regulations
- * Operate computer and truck scales located at facilities
- * Determine waste, product, or material classification and destination, and compute charges
- * Direct users and control traffic flow into and out of the facility
- * Provide information and assistance regarding rules, regulations and operating procedures to licensed public collectors, contractors and private citizens using the facility
- * Open and close scalehouse to insure the security of scalehouse equipment
- * Maintain records and logs of facility and weighing activity as required
- * Answer phones in a courteous manner
- * Work at other scalehouse locations

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- * Ensure cash receipts are reconciled daily and transferred to appropriate personnel
 - * Courteous interaction and effective communications with customers
- Maintain equipment related to scalehouse operations as instructed
- Maintain neat and orderly work environment
- Perform related work as required

QUALIFICATIONS:

Possession of high school diploma and ability to work with weigh scales and computers. Qualified to meet the necessary requirements to be bonded by DSWA. Training, knowledge and experience with computer software preferred. Eligibility 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. Quality customer service skills preferred.

*Denotes essential functions of the job