

ASSISTANT WEIGHMASTER

DEFINITION OF WORK

Under general direction, positions assigned to this classification perform work in the daily operation of the landfill weigh scales. Employees inspect and direct the disposition of all incoming solid waste; operate scale equipment; collect fees; and maintain related records. Employees ensure proper weight of debris being disposed of is recorded, collection of fees imposed, and the enforcement of policies and procedures. Instructions, both verbal and written, are provided pertaining to changes or updates of policies and procedures. Work is performed independently; however, work may be periodically checked by the supervisor through observation or by reviewing information on tickets.

EXAMPLES OF WORK

Employees in this classification enter information into WasteWorks program, recording information (weight, account, material/price, grid, and origin) on vehicles entering the landfill for disposal of debris; inspect loads, by physically going outside and looking at the loads, determining where debris is to be taken and instructing individual of same; regulate flow of traffic into and out of the landfill; count out change when currency is given as payment; and print tickets for each load brought into or out of the landfill, giving copy to customer and keeping copy categorized for daily work. Keep running total of tickets for cash and charges by adding amounts and ensure totals balance; run batch summary report at end of day to ensure balancing of monies collected and charged, before completing daily deposit; and maintain daily/monthly ledgers on type and tonnage of debris brought into the landfill. Daily tickets are bundled, labeled and filed; files and copies tickets, receipts, deposit tickets and daily summary report. Answer multiline telephone answering inquiries on varied subjects (e.g., hours of operation, acceptable waste, costs for disposal, procedures, etc.); contact other solid waste departments using hand held radio; and educate and assist customers with forms required for disposal of certain types of debris (i.e., asbestos, tires, recycling materials, etc.). Count petty cash funds, set-up daily deposit tickets and bag for nightly deposit and bank drops; maintain scale house; secure and unsecure building by setting or clearing alarm; and open and close safe. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

High school or General Educational Development diploma and two years of experience in an office environment handling customers and money; or an equivalent combination of education experience.

Knowledge, Skills, and Abilities:

General knowledge of the methods, procedures, and policies of Cumberland County as pertain to the performance of the essential duties of the position; principles and practices of solid waste disposal; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; and organization of the department, and of related departments and agencies. Ability to understand and follow oral and written instructions; take initiative to do what has to be done, be a self-starter; type accurately at 40 words per minute; accurately operate a 10-key calculator to keep running totals; exercise tact and courtesy in contact with the

general public; clearly understand the occupational hazards and safety precautions required to perform the essential functions of the work; and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

SPECIAL REQUIREMENTS

Applicants must pass the County typing test by typing a minimum of 40 words per minute. Some positions within classification may require a valid North Carolina driver's license. Requires drug screening test and receipt of negative results for the use of drugs specified by county policy. Successful applicant must obtain a Weighmaster license within 30 days of employment. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed mostly in an office environment; however, employees occasionally work outside to inspect loads or walk traffic lines in inclement (cold, heat, rain, snow) weather. Employees climb ladders and stairs occasionally to inspect loads; walk the traffic line as needed to expedite the movement of traffic; and lift, carry, and move boxes of tickets. Requires the ability to perform coordinated movements needed to operate office equipment and a motor vehicle. Some tasks require the ability to perceive and discriminate sound, odor, visual perception and oral communications ability. Tasks may risk exposure to odors, dusts, chemicals, heat, wetness, disease and toxic substances. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).