

WEIGHMASTER

DEFINITION OF WORK

Under general direction, the purpose of the position is to supervise weight scale operations at County landfills. The employee in this classification plans and supervises the daily reception and procession of all solid waste vehicles entering and exiting County landfills; supervises staff; ensures compliance with applicable regulations and policies; and prepares reports, records and other documents pertaining to assigned activities. Performs job related work as required.

EXAMPLES OF WORK

Plans, assigns and supervises the daily activities of the weight scales at the County landfills. Prioritizes and assigns work to staff; implements Department policies; and ensures assigned operations adhere to safety standards and comply with applicable County, state and federal regulations and guidelines. Supervises Assistant Weigh Masters engaged in inspecting, weighing and directing the disposition of incoming solid waste vehicles, issuing charge slips and collecting cash, and logging and maintaining related records. Performs a variety of supervisory duties including developing work schedules, approving leave requests, assigning work, ensuring employees follow safety and quality guidelines; providing guidance and direction; evaluating work and taking disciplinary action as necessary. Instructs operators and employees about landfill procedures and practices. Prepares and/or reviews records pertaining to scale operations including records of solid waste tonnage collected, charges, etc. Prepares revenue reports, and other information used in planning landfill administration and security. Prepares records on mulch and tire tonnage, sales and expenditures. Opens charge accounts for landfill customers; manages the billing and collection of these accounts. Communicates with the general public regarding landfill policies, weight scale procedures charges, and regulations governing solid waste disposal and other issues pertaining to assigned program.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in business or a related field; supplemented by two (2) years of experience and/or training involving the supervision of staff, maintenance of records and application of solid waste disposal regulations; or High school diploma or General Educational Development diploma and four years of experience as previously described; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Has considerable knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Weigh Master. Has considerable knowledge of principles and practices of operating solid waste disposal scales and directing waste disposal at landfills; of supervising staff; and of preparing and maintaining operational records and reports. Has considerable knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to

perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

SPECIAL REQUIREMENTS

Requires Weighmaster license. Requires 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. 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).