

## **WEIGHMASTER**

### **DEFINITION**

Under general supervision to operate a computerized scale and related fee equipment to determine fees for waste disposal vehicles; to check loads in order to determine charges; to receipt and collect fees from customers; to provide information about District services and fees; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced level in the Weighmaster class series. An incumbent operates the automated scale and related fee computation system to determine fees and charges for use of District waste disposal facilities. An incumbent in this classification may be required to work unusual shifts and weekends.

### **REPORTS TO**

Supervising Weighmaster

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Operates an automated scale and related fee computation system to determine charges and generate charge tickets for waste disposal; collects fees from customers or files charge tickets; reviews daily charge tickets; maintains records of opening and closing amounts of cash and total monies collected and operates calculator to compile and total workload and accounting information; reconciles monies collected and maintains monthly billing accounts; assists with and maintains a variety of site usage and statistical records and files; inspects vehicles to identify type of materials for fee determination and instructs vehicle operator on proper location for disposal of waste materials; provides basic information on landfill site operations and regulations; directs customers to appropriate locations for disposal of waste materials; operates radio to receive and send messages to other District staff; answers telephone to route callers; provides general information on landfill operations and rules by telephone or in person; may operate a variety of office machines and equipment including computer terminal, calculators, typewriters, copiers, and FAX.

### **TYPICAL PHYSICAL REQUIREMENTS**

Stand and walk for extended periods; sit for extended periods; some walking on uneven and slippery surfaces; frequent climbing and some kneeling, stooping, and crouching; corrected hearing and vision to normal range; verbal communication; use of computerized scale equipment and standard office equipment.

### **TYPICAL WORKING CONDITIONS**

Normally work is performed in both indoor and outdoor environments; regular exposure to dust; some exposure to fumes; often works around moving vehicles and equipment; constant contact with other staff and the public.

## **WEIGHMASTER - 2**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic.
- Basic recordkeeping procedures.
- Basic cashiering techniques and practices.
- Receptionist and telephone techniques.
- Safe work practices and procedures.
- Standard office machines and equipment.
- Basic operation of computerized scale and fee computation equipment.

#### **Ability to:**

- Maintain accurate records.
- Operate computerized scale and fee computation equipment.
- Receive money and make change.
- Operate standard office equipment including computer terminal, calculator, and appropriate software packages.
- Understand and carry out oral and written instructions.
- Read and write at the level required for successful job performance.
- Prepare basic reports.
- Deal tactfully and courteously with the public and other District staff when providing information.
- Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of work experience in handling cash which included extensive public contact.

#### **Special Requirements:**

None.