

AUGUSTA WATER

Job Description

DATE: February 2024

JOB TITLE: Scale Clerk

FLSA: Non-Exempt

DEPARTMENT: Solid Waste Management

CATEGORY: Essential

REPORTS TO: Office/Public Use Site Supervisor

SUMMARY OF RESPONSIBILITIES

To accurately record all incoming waste and outgoing recycling transactions, direct the landfill customers to the correct disposal locations, and present a positive image as the first point of contact with the public.

ESSENTIAL JOB FUNCTIONS

1. Operate the scales and software system to accurately record all transactions for billing and reporting purposes. Issue weigh tickets, visually inspect waste, direct vehicles to proper unloading locations, and answer customer inquiries in person or over the telephone. Review all tickets at the end of the day for accuracy and notify the Office Supervisor of any adjustments needed.
2. Obtain customer billing information for new accounts. Determine truck and roll-off box tare weights. Assign identification numbers for future reference.
3. Prevent disposal of hazardous and unauthorized materials, where possible, based on visual inspection and coordinate with the Public Use Site Attendants and the field employees.
4. Physically check incoming waste (including but not limited to, counting tires, confirm refrigerators are empty, check for sealed vessels).
5. Update and maintain data files as necessary. Maintain accurate and timely records and reports. Maintain work area and equipment in a clean and orderly manner.
6. Collect and file Consumer Affidavits as needed.
7. In a professional and non-conflicting manner, determine if a customer is a business or resident and from which municipality they are coming from.
8. Collect payment for disposal of tires from residents and issue receipts.

9. Collect payments from businesses and issue receipts.
10. Reconcile the cash box at the end of the day.
11. Greet the public and customers in a professional manner.
12. May be assigned to work from either scale house at any time.
13. Performs general cleaning, sanitizing, and janitorial duties of all Landfill offices, restrooms, and breakrooms.
14. Clean office areas thoroughly. This includes but is not limited to, mopping, emptying trash cans, dusting or disinfecting all desks and filing cabinets.
15. Clean breakrooms thoroughly. This includes but is not limited to, mopping floors, emptying trash cans, cleaning and disinfecting all tables, countertops, cabinets, sinks, dishes, microwaves and refrigerators.
16. Clean bathrooms thoroughly. This includes but is not limited to, mopping floors, emptying trash cans, cleaning and disinfecting all countertops, cabinets, sinks, toilets, bathroom stalls, and mirrors.
17. Other duties as assigned.

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. High school diploma or equivalent, with additional course work in business or accounting preferred.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate with others.
3. Must have an understanding of basic mathematics, general office procedures, computer.
4. Required to work irregular schedules on an as needed basis, which includes overtime, weekends, and holidays. Subject to call-in for emergency assignments.
5. Ability to multi-task efficiently.
6. Must be able to work independently with a minimum of supervision.
7. Must exhibit a positive attitude to effectively deal with the public, agency officials, waste haulers, industrial clients, visitors, and co-workers.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment criminal background check
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

WORKING CONDITIONS

1. Work is performed in a typical field office environment. Continuous sitting with occasional standing, walking, lifting up to 50 pounds without assistance, carrying up to 50 pounds without assistance, twisting, stooping/bending, kneeling, reaching, repetitive movements, and driving are required.
2. Subject to frequent exposure to dust, fumes, noise and occasional exposure to extreme heat/cold.
3. Must have a home telephone or cell phone.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations, confined space requirements, lock out tag out, slip, trip & fall protection and wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
2. Maintain that scale house and immediate surrounding area is safe and clean.
3. Be aware of customer presence and vehicles.
4. Attends safety meetings

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____