METRO
Classification Description

TITLE: Scalehouse Technician   **Bargaining Unit:** AFSCME 3580
Job Code: 0013   **Established:**
Pay Range: 06   **Revised:** 2007
FLSA Status: Non-exempt

Classification Summary:

Operate computerized scaling system; estimate loads and perform cashiering duties for commercial and public vehicles delivering solid waste to disposal sites. Provide information to the public and enforce Metro policy regarding solid waste disposal.

Supervision Received:

Supervision is received from the Site Supervisor

Supervision Exercised:

None

Distinguishing Features:

Not applicable

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Estimates load volume of trucks delivering solid waste to disposal site. Calculates fees based on Metro policy. Performs cashiering duties; collects fees and issues change and receipt.
2. Provides information to the public regarding Metro policy on recycling, uncovered load, and special waste and fee assessment.
3. Prepares reports summarizing daily shift activity and fee collection. Prepares daily deposit.
4. Collects information such as size, material codes and volume, through the computerized scaling system, to assure accurate data for billing and development of Metro policy.
5. Records information regarding special materials, new commercial vehicles, special waste permits, account numbers and daily deposits. Compiles reports on and/or distributes information as necessary.

6. Collects data and prepares special reports as requested.
7. Uses computer, adding machine, calculator, copier, fax, credit card machine and other general office equipment to perform duties.
8. Provides information to the public or other departments relative to Metro's policies, regulations and services.
9. Establishes, maintains and revises both a physical and electronic filing system as needed.
10. Responds to customer complaints.
11. May assist in training new employees.

Secondary Functions:

1. Ensures site is adequately stocked with supplies and complete paperwork associated with both ordering and receiving supplies for the Scalehouse.
2. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and one year experience in a position requiring extensive interaction with the public; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

- Ability to provide quality customer service
- Ability to remain calm in stressful situations
- Ability to operate two scalehouse windows during busy times
- Good math skills and the ability to calculate/estimate quickly
- Ability to make change and balance cash
- Excellent oral communication skills and the ability to establish effective working relationships with other employees and the general public
- Ability to operate a cash register, adding machine and calculator, as well as other general office equipment necessary to performing the duties of the job
- Basic computer skills and ability to learn software specific to scalehouse operations
- Ability to maintain records, both electronic and physical, in accordance with established procedures

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires frequent or continuous standing, fingering, reaching, sitting, bending,

grasping, repetitive motions of the hands/wrists, handling and good general hearing. May also require occasional walking, feeling, and repetitive motions of the feet, kneeling, and lifting up to 35 pounds or carrying up to 15 pounds. Duties are performed in a kiosk-type building. Incumbent will be exposed to weather (sometimes inclement) via open windows.