

JOB TITLE: SCALE ATTENDANT-TRANSFER STATION

JOB DESCRIPTION: This is a largely clerical position responsible for the computer operation of the truck scales and the collection and accounting of tipping fees. May also perform routine work of an unskilled or semi-skilled nature at solid waste transfer site, requiring the ability to do heavy physical labor efficiently.

ACCOUNTABILITY: Reports to Solid Waste Supervisor.

EQUIPMENT USED: Computers, office machines, weigh scale, telephone, radio, hand and power tools; bailer; compactor; some heavy equipment such as front end loader, backhoe, fork lift, and bulldozer.

ENVIRONMENT: Inside: 85% Outside: 15%

DUTIES AND RESPONSIBILITIES:

Knows, understands and implements the solid waste disposal facility operating rules and procedures.

Monitors access to solid waste disposal facility. ☐ Determines specific information about each load then directs customers to appropriate disposal or recycling areas and inspects loads for hazardous waste.

Solicits quotations from brokers and sells recyclables based on best price.

Issues access stickers to users and updates sticker database

Operates computerized weigh scale to obtain weight records of customers and waste haulers/incoming/outgoing. Informs customers of charges based on established fees.

Completes all forms and enters computer information as required in accordance with the operations plan.

Prepares all shipping and receiving documents

Daily and monthly recording and maintenance of weigh scale ticket

Explains operating policies and procedures to facility users to assure proper use.

Assesses and collects fees and makes change as required, by established fee schedules.

Maintains the cleanliness and neatness of solid waste disposal facility.

Balances receipts, closing reports and performs bookkeeping functions daily to process and account for Solid Waste revenue.

Makes entries on daily logs and tracking forms. Generates computerized tonnage and commodity reports as needed.

Maintains the scale free of ice , snow and debris

Maintains the recycling area and insures the proper disposal and classification of all recycled materials.

May sort and package cardboard, newspaper, aluminum and other recyclables and store them in a safe and healthful manner.

May use and perform routine/preventive maintenance on compactor, baler, hand tools and power equipment.

May compact materials as required by the facility operating plan, and state regulations.

Familiar with and executes safe work procedures associated with assigned work.

May perform preventative maintenance on equipment

Performs related work as required.

PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY REQUIREMENTS

LIFT up to 10 lbs.: Constantly required.

LIFT 11 to 25 lbs.: Frequently required.

LIFT 26 to 50 lbs.: Frequently required.

LIFT over 50 lbs.: Occasionally required. Assistance may be available.

CARRY up to 10 lbs.: Frequently required.

CARRY 11 to 25 lbs.: Frequently required.

CARRY 26 to 50 lbs.: Occasionally required.

CARRY over 50 lbs.: Occasionally required. Assistance may be available.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Constantly required.

REACH below shoulder height: frequently required.

PUSH/PULL: Frequently required.

OTHER CONSIDERATIONS

Twisting: Frequently required.

Bending: Frequently required.

Crawling: Rarely required.

Squatting: Occasionally required.

Kneeling: Occasionally required.

Crouching: Rarely required.

Climbing: Occasionally required.

Balancing: Not required.

WORK SURFACE(S): Concrete, dirt, sand, clay, rough terrain.

HAND MANIPULATION

Grasping: Constantly required.

Handling: Constantly required.

Torquing: Occasionally required.

Fingering: Frequently required.

Controls and Equipment: Front-end loader; forklift; bulldozer; baler; compactor; telephone; heavy motor vehicles, and utility vehicles

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Smelling required to detect odors such as fire, smoke, noxious gases, prohibited materials, etc.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

- ☐ 1. Short demonstration only.
- ☐ 2. Any beyond short demonstration up to and including 30 days.
- ☒ 3. 30-90 days.
- ☐ 4. 91-180 days.
- ☐ 5. 181 days to 1 year.
- ☐ 6. 1 to 2 years.
- ☐ 7. 2 to 4 years.
- ☐ 8. 4-10 years.
- ☐ 9. Over 10 years.

LICENSURE/CERTIFICATION REQUIREMENTS: Must be able to obtain certification from State of New Hampshire as Solid Waste Facility Operator, Level I within six months of hire. Must have or be able to obtain within 6 months, New Hampshire Weighmaster's License,

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: HS diploma or equivalent. Basic typing and computer skills, ability to interact effectively with the public, Ability to work efficiently in an atmosphere of frequent interruptions. General knowledge of recycling and recycling information Knowledge of business arithmetic, use of calculator, use of scales, basic operation of computer. Ability to write routine reports and correspondence. Ability to write clearly, handle money transactions and make correct change. Maintain records and complete basic forms and acquire knowledge of Solid Waste Policies.

Some experience in heavy manual labor. Ability to follow written and oral instructions. Ability and experience operating and maintaining hand and power tools, safety equipment, and light loading equipment.

SUMMARY OF OCCUPATIONAL EXPOSURES:

May be exposed to herbicides, pesticides, fuels, solvents, household garbage, etc.

Exposed to high noise levels from heavy compacting and road maintenance equipment.

May be exposed to long periods of sunlight.

May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Ability to read basic technical and maintenance manuals. Ability to make entries in and maintain logs, complete basic reports, and become familiar with and maintain MSDS paperwork.

Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce slippery conditions at the work site.

Reliable attendance and performance in all climatic and environmental conditions.

One year of cash handling, customer service.

Knowledge of modern office methods and procedures; computer and office equipment.

Ability to remain calm in stressful situations.