

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Weighmaster</u>
Sch & Grade	<u>CTL-5</u>
Class Code	<u>HB11</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupation group	<u>Maintenance</u>

PRIMARY PURPOSE:

Operates computerized weight scales at the City of Springfield Sanitary Landfill, determines incoming waste weights, assess and collects appropriate fees. Performs support functions required for the operation of the Springfield Sanitary Landfill. Performs a variety of maintenance tasks associated with the preventative maintenance, repair, construction, cleaning and operations of City facilities.

SUPERVISION:

Under supervision of the Landfill Supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Operates computerized scale hardware and software to determine incoming waste weights at the landfill.
2. Assesses, documents, and collects appropriate fees and changes.
3. Inputs and maintains a customer database regarding incoming waste and collections fees.
4. Provides customer service, directions and guidance to landfill customers. Handles complaints and resolves disputes concerning policies and procedures.
5. Serves as primary point of contact for internal and external communications at site. Uses telephone and two-way radio for communications.
6. Handle cash, make change and balances cash drawer daily.
7. Performs screening of waste loads to preclude the acceptance of banned waste materials, including hazardous, radioactive, and biohazardous wastes, as well as tires, appliances, motor vehicle batteries, yard waste and other items.
8. Administers special waste disposal program, verifies acceptance approval documentation and completes disposal documentation.
9. Operates dump trucks, rubber tire loaders and front end loaders to load and haul rock, dirt and leachate as needed.
10. Responsible for fueling a wide variety of landfill vehicles as needed.
11. Utilizes appropriate safety equipment and procedures.
12. Maintains records and logs for activity reports, hours worked, supplies used, etc.
13. Monitors all traffic and activity at the landfill and reports to supervisor.
14. Acts as receptionist including greeting, assisting and responding to customers, and/or the general public through telephone and in-person inquiries and dispensing information on program policies and procedures in a friendly manner.
15. May prepare, process and maintain various routine records and reports, which are often computer generated.
16. Reads and interprets a variety of information in accordance with appropriate organizational methods; retrieves information from files as required.
17. Maintains files for a variety of information in accordance with appropriate organizational methods retrieves information from files as required.
18. Enters data into the computer in order to track information, prepare simple reports, etc. and may prepare basic correspondence not requiring a high degree of speed.
19. Travels to a variety of City locations to perform mail delivery and collection, secure supplies, etc. as needed.

IMPORTANT FUNCTIONS:

1. Maintains a neat and orderly work area.
2. Operates a variety of office administration equipment such as copy machines, fax machines, calculators, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

General understanding of applicable federal, state and local regulations; knowledge of modern office practices and standard English usage; basic math calculations; knowledge of computer software applications to complete basic reports and maintain customer database.

Abilities

Excellent customer service skills required; ability to operate computerized weight scales; handle cash, make change and make balance cash drawer daily; interpret rules and policies; make sound decisions in accordance with departmental policies and procedures; learn and understand complex environmental rules, regulations, and policies; follow oral and written instructions including accurately and efficiently carrying out set procedures; read, understand and interpret a variety of information; operate a computer utilizing appropriate software; assignment may require individual to use excellent interpersonal skills to handle a large volume of public contact, including difficult situations, in a pleasant and efficient manner; operate equipment such as rubber tire loaders, dump trucks and power tools as needed in a manner consistent with safety principles; provide accurate information and directions to customers; maintain appropriate level of confidentiality for both written and verbal information; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of one year of experience in scale operation; or general recording keeping work experience with an emphasis on public contact. Some experience in the operation of over-the-road trucks and /or equipment operation is desirable.

Physical Requirements

Performs bending, sorting, kneeling, and reaching to both ground level and overhead as required for assigned tasks; lifts and carries up to 75 pounds; pushes and pull up to 100 pounds; holds and grips objects; may be subject to standing or sitting for long periods of time; ability to operate a computer keyboard and mouse.

Working Environment

Primarily indoors with heating and cooling; however, frequent exposure to outside temperature extremes; possible exposure to a variety of chemical, mechanical, electrical, and toxic waste hazards as well as other safety hazards associated with handling solid waste and hazardous chemicals.

Licensing/Certification

Must obtain and maintain a Class “B” Commercial Driver’s License and any appropriate endorsements within the following guidelines: pass written portion of the CDL within 120 days of employment and pass the skills portion within six months of employments; must possess or obtain and maintain Missouri Department of Natural Resources Certified Landfill Technician within the first year of employment and maintain throughout appointment.

Miscellaneous

May be required to work evenings, weekends, or a variety of shifts; subject to emergency call-in.

Last Revision:	February 22, 2012	GENERAL ORDINANCE NO. 5278
Comments:	Updated Abilities	Date: June 16, 2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____