

Last Revision: June 21, 2016

Fremont County Solid Waste Disposal District  
Fremont County  
Lander, Wyoming

*JOB TITLE:*  
*SCALE ATTENDANT – DUBOIS*  
*LANDFILL/TRANSFER*  
*STATION/RECYCLING FACILITY*  
*(PART-TIME POSITION)*

## **GENERAL**

REPORTS TO: Assistant Superintendent and/or Dubois - Equipment Operator/Truck Driver/Laborer.

POSITION SUMMARY: Provide excellent customer service, scale operation, data entry, cashier duties, inspection duties, and record keeping for solid waste and recycling activities. Additionally, assist with the handling and sorting in the recycling facility.

Status: Non-Exempt

### RESPONSIBILITIES AND DUTIES:

1. Inspect loads to identify contents and to determine if the load is properly covered and secured. Enter load information and identification into the computer and operate computerized truck scale to determine weight of loads. Direct customers to predetermined areas in the landfill sites for disposal based on load contents. May redirect or refuse to accept loads containing liquids, certain hazardous waste materials, or other materials not in compliance with regulations for disposal at the sites. Provide positive, clear, and direct customer service to our users.
2. Operate computer to process proper charges to be assigned for each load and generate charge ticket on printer. Assign and collect disposal fees from established rate schedules for each customer. The ability to make correct change and handle cash in a secure manner.
3. File charge tickets for each load, record and secure cash receipts, and maintain file records of loads containing asbestos, contaminated soils, and other hazardous materials. Maintain files and records for the District.
4. Answer the scalehouse telephone, respond to the public's questions regarding fees, hours of operation, materials accepted, proper disposal of materials, and directions.
5. Perform light custodial duties to clean and maintain the facilities.
6. Perform light duties to maintain clean scale surfaces.
7. Maintain weed and litter around the immediate scale vicinity.
8. Monitor and record any scale accuracy variations.
9. Perform other such duties or functions that may be required in the proper performance of the duties of this position.

10. Work through the day without “set” 15-minute break timeframes for the two allowed breaks taking them as the workday allows.
11. Work in the recycling facility to assist with sorting and handling needs of the acceptable materials throughout the day.

PUBLIC RELATIONS/INTERACTION:

1. Greet the public in a friendly, helpful manner.
2. Answer questions regarding the Solid Waste District, or refer questions to the appropriate personnel.
3. Maintain professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff in a public setting.

SAFETY:

1. Operates all equipment and tools in a safe and prudent manner.
2. Wears appropriate safety glasses/goggles, safety vests, hard hats, and other safety clothing to maintain safety of the job.
3. Actively participate in all safety meetings.
4. Maintains awareness of other vehicles, equipment, people, and other safety hazards near work sites.
5. Controls traffic at work sites by flagging, posting signs, and other means to guide traffic through work areas in a safe manner.
6. Follows internal and external safety operating procedures as established by the Fremont County Solid Waste District and supervisors.
7. Performs all duties in conformance to appropriate safety and security standards.

SUPPLEMENTAL DUTIES:

1. Assist with general operations as needed, or upon unforeseen staff shortages.
2. Assist with Emergency Services.

AGREEMENT:

I certify that I have read and understand all of the above listed information and requirements associated with this position at the Fremont County Solid Waste Disposal District.

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APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

## REQUIREMENTS

### DESIRED MINIMUM QUALIFICATIONS:

1. Education and Work Experience:
  - Minimum of a high school diploma or GED equivalent, experience or training in data entry, personal computer operation, or any combination of education, experience, and training as may be acceptable to the hiring authority. Must have experience handling cash transactions and customer service work.
2. Knowledge, skills, and abilities:
  - Ability to perform basic operations on a personal computer and peripheral equipment such as printers or modems.
  - Ability to accurately perform routine data entry into a computer.
  - Ability to make accurate basic mathematical calculations.
  - Ability to make accurate measurements associated with volume calculations.
  - Ability to post and keep legible records.
  - Ability to communicate effectively both orally and in writing.
  - Ability to visually inspect vehicles and contents.
  - Ability to read and understand written instructions, text/numeric forms, and computerized instructions and menus, etc.
  - Ability to lift up to 70 pounds.
  - Ability to deal tactfully and firmly with the public.
  - Ability to maintain effective working relationships with other employees.
3. Necessary Special Requirements:
  - Ability to acquire and maintain a valid Wyoming state driver's license.

### PRE-EMPLOYMENT SCREENINGS:

- Pre-employment screenings may include, but are not limited to, the following: drug screen, references, criminal background, and credit history.

### WORK ENVIRONMENT:

- The District facility work environments involve exposure to hazards or physical risks.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- Safe operations are required. Appropriate personal protective equipment will be required.

### PHYSICAL DEMANDS:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is constantly required to hear, read, use hands to finger, handle or feel objects, reach with hands and arms, taste or smell. Frequently required to sit, talk, climb, or balance, stand, walk, stoop, kneel, crouch, or crawl, write, and use a keyboard.
- Must have the ability to constantly lift and/or move up to 70 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS:

- While performing the duties of this job, the employee constantly meets deadlines, maintains attentiveness duration and has guidance available and co-worker support. Constantly involved in social interactions which require oral communications, multi-tasks, performs routine work, and maintains attentiveness.
- Memory, reasoning, and judgment is constantly used/required on the job. Estimating and problem solving are frequently used and required on the job.

AGREEMENT:

I certify that I have read and understand all of the above listed information and requirements associated with the Administrative Assistant position at the Fremont County Solid Waste Disposal District.

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APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE