

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 04/16/13

WEIGH SCALE OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This trainee-level position exists in the Oneida-Herkimer Solid Waste Management Authority, and involves responsibility to train in the operation of a computerized weigh scale device, to weigh trucks entering the facility and activities related to the weighing tasks. The work is performed under general supervision of a Principal Accounting Supervisor and under direct supervision of a Senior Weigh Scale Operator, or other management personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Trains in the operation of self-calculating, computerized scale/accounting system, for trucks incoming and outgoing through Authority facilities;
Determines type of refuse of such material and, when necessary, partakes in cash transactions;
Notifies various tipping floor personnel of incoming goods through use of two-way radio or other communication device;
Directs traffic verbally and through use of traffic signals;
Communicates with haulers and public, in regard to where to dispose of material;
Notifies haulers of any procedural changes;
Calculates daily totals for each waste class type, for material received and shipped out;
Keeps weighing area clean and orderly;
Issues computer scale receipts to truck drivers for material received under contract;
Continually checks weight of trucks by computerized scale;
Weighs and records weights of solid waste and recyclables deposited for processing;
Reports outgoing load contents as needed to management to insure proper paperwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to learn the operation of large vehicle weighing devices; ability to learn to read truck numbers and accurately weigh and record tonnage; ability to learn to distinguish between various categories of waste (i.e., refuse, recyclables, construction and demolition debris, incinerator residue, green waste and sludges); ability to read, understand and utilize simple charts; ability to sort simple records; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to operate an alpha-numeric keyboard on a personal computer; ability to communicate effectively, both orally and in writing; accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Trainee appointments are for a period of six (6) months; following which incumbents receiving satisfactory ratings, and who have obtained their NYS Weighmaster License will be advanced to the title of Weigh Scale Operator without further examination.

Adopted: 06/02/95
Revised: 10/24/97, 02/10/06, 04/16/13