

Clinton County Solid Waste Authority Job Description

Position Title: Weighmaster

General Description:

Weigh trucks and maintain log of changes and update customer accounts as needed.

Maintain logs and reports as mandated by PA DEP

Review, reconcile and edit tickets as necessary

File and maintain customer invoices (weigh slips) on a daily basis.

Receive visitors, give directions, etc. as may be required.

Handle outgoing mail, open and direct incoming mail to appropriate personnel, correspondences, packages, and messages.

Answer telephone, receive and transmit facsimile documents, and distribute messages and hard fax copies.

Handle office errands and meeting preparation, as necessary.

Cross-train other employees.

Must be efficient in current computer programs.

Adhere to the on-site safety plan and operational practices to ensure the safety of employees, customers, and visitors.

Will perform all other duties as assigned by Office Supervisor, General Manager, and/or Board of Directors.

Will report directly to the Office Supervisor.

Position is Non-Exempt.