

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

POSITION TITLE:	CLASSIFICATION:	DEPARTMENT:	REPORTS TO:
Weighmaster	Hourly Non-Exempt	Administrative	Administrative Manager

Purpose:

Responsible for supporting the Landfill and managers by performing various scale operations and administrative tasks. As the Landfill’s customers are our most vital commodity, customer interaction and service are integral parts of this position.

Essential Duties and Responsibilities:

- Operate and maintain computerized scale system which includes opening scales, update and maintenance of truck, customer and product information in computer system.
- Ensure vehicles entering facility are displaying current Act 90 endorsement and have proper paperwork.
- Monitor daily tonnage to ensure maximum limit is not exceeded.
- Perform end of day procedures.
- Weigh trucks and maintain log of changes.
- Maintain logs and reports as mandated by PA DEP.
- Review, reconcile and edit tickets, as necessary.
- File and maintain customer tickets on a daily basis.
- Receive visitors; give directions, etc., as may be required.
- Handle outgoing mail, open and direct incoming mail, correspondences, packages and messages to appropriate personnel. Briefly skim through Landfill newspapers for information pertinent to Landfill and related issues.
- Answer telephone, receive and transmit facsimile documents and distribute messages.
- Handle office errands and meeting preparation, as necessary.
- Cross-train other employees.
- Must attend all assigned workshops, trainings, etc.
- Practice workplace safety.
- Foster positive company/employee communication.
- Any other task or duty as assigned or required by Management and/or Board of Directors.

Knowledge and Skill Requirements: Must possess high school diploma or GED or show sufficient ability to perform essential job duties. Scale operation experience helpful, but not required. Must be efficient in Microsoft Office software programs and capable of learning scale computer system. Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Occasional exposure to chemicals, fumes, moving parts and equipment.

Requires working in an office environment as well as occasional outside exposure to extreme heat/cold.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires light to medium physical strength.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

March 12, 2012