



POSITION AVAILABLE

WASHINGTON COUNTY DIVISION OF ENVIRONMENTAL MANAGEMENT

DEPARTMENT OF SOLID WASTE PART-TIME WEIGH CLERK

\$14.43/HR – No Benefits

Part time (as needed) position to cover the Forty-West Landfill and substitute for Transfer Stations. The number of days and hours worked will vary as circumstances dictate, however, successful applicant must be available to work assigned hours anytime from 6:30 a.m. – 4:30 p.m, Monday – Friday and 6:30 a.m. – 3:30 p.m. Saturday.

Minimum qualifications include high school diploma or equivalent; prior experience preferred in a solid waste disposal facility, stone quarry or similar materials hauling operation where weighing was a primary job responsibility; ability to collect fees and make change for cash customers and verify all cash receipts and transmittals daily/weekly; working knowledge of standard office machines, computers; ability to deal courteously with the general public; willingness and ability to be bonded and the ability to enforce rules and regulations of the Solid Waste Department.

For application, contact the Washington County Human Resources Department, 100 W. Washington Street, Room 251, Hagerstown, Maryland 21740, Monday - Friday, 8:00 A.M. - 4:00 P.M., or by calling 240-313-2357, Voice or 240-313-2077 TDD or visit our website at www.washco-md.net. Deadline for filing applications with the Department of Human Resources is 4:00 P.M., Friday, August 5, 2011.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or 240-313-2077 TDD. M/F/H/V

WEIGH CLERK

Grade: 8
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate clerical work operating and maintaining scales and directing traffic to proper unloading area, visually inspecting loads of waste and verifying waste origin by maintaining records of waste generation area and observing for unacceptable waste. Direction is provided by the Operations Supervisor and/or Recycling Coordinator. In absence, would report to Asst. Director and Director of Solid Waste respectively.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Weighs and records solid waste.
2. Issues refuse permits and/or coupons.
3. Opens and closes scale house.
4. Enters data concerning vehicles entering and leaving, including account number, material code, charges, gross and tare weight, etc.
5. Generates ticket for customers from computer print-out, or manually.
6. Collects fees and makes change for cash customers.
7. Runs daily accumulative reports, enters new accounts and information into the computer for records.
8. Maintains inventory of supplies for scale operation.
9. Answers questions concerning weights and tickets with the ability to deal courteously and tactfully with the public.
10. Initiates tonnage reports, records and other correspondence as directed.
11. Verifies all cash receipts and transmittals daily/weekly.
12. Directs traffic to proper unloading area. Ensures unloading areas are kept neat and orderly.
13. Visually inspects loads of waste and observes for unacceptable waste. Estimates weight of vehicles based on experience in the event the scales would be out of operation.
14. May be required to work for convenience center attendants when absent.
15. May be assigned the duties of Recycling Assistant. Maintains recycling drop off sites, picks up material around sites, moves material to ensure a clean and safe environment.
16. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a weigh station; general knowledge of transfer station policies; some knowledge of recycling operations; general knowledge of basic clerical and office procedures; ability to use calculator in making simple arithmetic calculations; ability to write legibly and make written reports; ability to use computer system; ability to maintain detailed records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some general office assistance experience. Prior weighing experience desirable.

PHYSICAL REQUIREMENTS:

This is work requiring the exertion of 50 to 80 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license. Bondable. Ability to work six (6) days a week (minimum 48 hour/week operation.)

Revised: 8/09

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.