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<b>JOB TITLE:</b>	<b>Part-Time Weigh Clerk</b>	<b>GRADE</b>	<b>8</b>
<b>DEPARTMENT:</b>	<b>Solid Waste</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Operations Supervisor, Assistant Director or Deputy Director</b>		

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**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, Assistant Director or Deputy Director.

**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. 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:**

High School Diploma or GED 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.

Revised: 9/2016, 1/2019, 5/2021

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

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

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 TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:  
Friday, May 1<sup>st</sup>, 2026 @ 4:00pm**