

WEIGHER I*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily clerical work performed independently at a solid waste disposal weighing station in accordance with established guidelines and procedures. While truck weights are recorded automatically by a computerized, pre-programmed scale and printer, vehicles have to be identified for pass through, billing or collection of fees, and contents of loads visually determined for rejection or dumping site location. This position differs from Weigher II in that the latter has responsibility for making changes to the computer database, eg. additions, changes and deletion of accounts. Work is performed under the general supervision of a Weigher II or a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs trucks and carriers onto weighing platforms and checks placement thereon;
Checks vehicles for proper identification;
Records gross, tare and net weights as well as source and nature of load and time of delivery;
Collects dumping fees and issues receipts;
Directs vehicles to proper dump area;
Answers telephone, records messages and provides routine information;
May inspect contents of trucks for toxic wastes, asbestos or other unacceptable material such as refrigerators and washing machines;
May refuse unauthorized vehicles access to dumping area;
May perform routine housekeeping and grounds maintenance work;
May prepare and make bank deposits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to use computerized scales, printers and terminals to process transactions in a timely manner;** ability to enforce rules and regulations;** ability to understand and comply with oral and written instructions; ability to get along well with others.

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

NOTE: Clerical, stockkeeping, inspection or truck weighing experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. It shall be the responsibility of the appointing authority to ensure licensure as a Public Weighmaster issued by the New York State Department of Agriculture and Markets.
2. If required to drive, it shall be the responsibility of the appointing authority to ensure that the incumbent possesses the appropriate driver's license for the size and kind of vehicle to be operated.

* Retitled from Weigher.

** To be demonstrated during the probationary period.