

WEIGHER II

DISTINGUISHING FEATURES OF THE CLASS: This is 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, preprogrammed 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. Work also includes responsibility for making changes to the computer database (e.g. the addition, revision and deletion of accounts). Work is performed under the general supervision of a higher level inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs trucks and carriers onto weighing platform 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;
Checks for errors and/or discrepancies in transactions handled;
Resolves disputes with customers as necessary;
Enters, amends and deletes information in the database (e.g. commodities, truck/container tares and other pertinent account information);
Prints required reports and performs data backup routine on scale computer;
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;
May operate a vehicle of 26,000 lbs. or more (GVWR) to transport sludge;
May deliver/pickup items such as leaf bags, recycling bins and composting bins;
May supervise off loading of items such as leaf bags, recycling bins and composting bins.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to use computerized scales and printers*; ability to operate a computer terminal for making changes to database and 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 and one (1) year of training and/or work experience which regularly included utilizing a computerized database system either to obtain information and/or to modify information contained in the database.

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.

* To be demonstrated during the probationary period.

R.C.D.P. (03.06.2003) 10.08.2015 - Job specification may be subject to further revision
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.