

# Central Virginia Planning District Commission

## Classification Description

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**Classification Title:** Scale Operator  
**Department:** Services Authority  
**Supervisor:** Solid Waste Business Manager  
**Pay Grade:** 102  
**FLSA Status:** Non-Exempt

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### General Statement of Job

The Scale Operator provides first-line contact to authorize public admittance into the landfill by performing duties including collection of fees, directing customers to disposal areas, monitoring wastes and screening waste for hazardous waste.

### Specific Duties and Responsibilities

#### Essential Functions:

Collect fees and monitor waste to ensure compliance with federal, state and local solid waste regulations.

Ensure appropriate admittance of citizens, public and private waste hauling contractors.

Calculate customer fees and charges according to the established fee schedule based on type of waste, size and weight of loads using automated scale software.

Maintain detailed records regarding type of waste entering the landfill.

Direct customers to appropriate disposal area.

Perform general recordkeeping and balancing of daily receipts and prepares reports as required.

Screen waste to identify hazardous and other waste materials that are prohibited for disposal in the landfill.

Monitor customer activity to ensure compliance with established rules and regulations.

Attend meetings as required.

Perform other duties to provide direct or indirect service to the Service Authority members or customers as assigned.

When unusual situations occur and /or a local official declares a State of Emergency, all Service Authority employees may be required to accept and perform special assignments as needed to ensure appropriate service delivery.

#### Knowledge, Skills, and Abilities:

Exhibit common courtesy and basic communication skills to work within a team environment.

Ability to speak clearly and precisely about what is required and clearly pass information on to others.

Ability to focus on resolving conflict; resolves and seeks feedback regarding questions, requests and/or complaints in a timely manner.

Ability to maintain confidentiality.

Ability to read, interpret and apply policies, procedures, etc.

Demonstrate ability to add, subtract, multiply and divide using all basic units of measure; work with whole numbers, common fractions and decimals.

Ability to listen and get clarification when needed.

Demonstrate ability to understand implications of decisions.

Ability to learn new skills and translates prior experience into new situations.

Volunteer readily and seek increased responsibility.

### **Education and Experience**

Requires graduation from high school or completion of GED equivalent.

One (1) year of related experience preferred.

Intermediate level skill in specific job related equipment and other computer applications. Intermediate level Microsoft Office desirable.

May be required to have a valid Commonwealth of Virginia driver's license and be insurable under the Authority's insurance policy. Relevant background checks must be performed and approved.

### **Physical Conditions and Work Environment**

Work is normally performed in office environment in a seated position for long periods of time, and to use fingers and hands to operate equipment and to gather, sort and process documents. Occasionally required to talk, hear, stand, walk, stoop, kneel and crouch, and to lift up to 25 pounds. Vision requirements include close vision and ability to adjust focus. Regularly exposed to fumes or airborne particles, frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places, and vibration. The noise level in the work environment is usually loud.

May be required: to work outside of normally scheduled work hours; to report to work during inclement or unusual weather; to work in abnormal situations or other emergency conditions.

**Date Approved:**

**Date Amended:      February 28, 2014**