

# CITY OF HELENA



**Position Title: Scale Operator**

**Department: SW/Transfer Station**

**Position #: 4301**

**Grade: 132**

**EEO Category: (08) Service Maint.**

**FLSA: Non-Exempt**

**EEO Function: (13) Sanitation/Sewage**

**Work Comp Code: 9410**

## **DEFINITION**

Under general supervision, to perform a variety of tasks in support of the organizational unit to which assigned; to provide scale operation, data entry and bookkeeping support; and to provide general information and assistance to staff and the public.

## **SUPERVISION RECEIVED**

Supervised by Solid Waste Recycling and Scale Supervisor.

## **SUPERVISION EXERCISED**

Provides indirect supervision over scale/tipping and seasonal scale operators.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform a wide variety of detailed clerical work including maintaining records, logs, and files, recording and verifying accuracy of receipts and information.

Set up and maintain new commercial accounts.

Perform a variety of routine bookkeeping duties, including posting of prepared data, daily deposits and verification of receipts.

Operate truck scale in providing gross and tare weights of vehicles and materials entering and exiting the City Transfer Station.

Compile information and data for reports; checks and tabulates data.

Prepare, verify, and review receipts and reports for completeness and conformance with established regulations, policies, and procedures as well as completing a variety of forms.

Provide information and forms to the staff and the public; collect and process appropriate information and applies departmental and program policies and procedures in determining completeness of applications, records, and files. Collect and account for money.

Receive calls, customers and visitors and responds to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping and filing system, including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information.

Evaluates and makes recommendations on solid waste programs and operational issues as they relate to the scale operation.

Works closely with administration and IT department to evaluate software and make recommendations on applicable policies and procedures;

Maintain financial records including the processing of invoices and monitoring of account balances.

**Important & Essential Duties cont.:**

Utilize two-way radio to communicate with and dispatch drivers.

Provide training to seasonal and temporary employees about scale operations.

Prepare summaries and reports as assigned.

**OTHER JOB RELATED DUTIES**

May perform other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

Conduct business according to all standard operating procedures (SOP).

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern office practices, methods and computer equipment.

Principles and procedures of record keeping.

Basic mathematical principles.

Numerical, alphabetical, and subject matter filing systems.

Principles and practices used in dealing with the public.

**Skill to:**

Operate modern office equipment including computer equipment.

Utilize spread-sheet and data base applications.

Operate a two-way radio system.

Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Work with a variety of software programs in order to facilitate departmental goals.

Learn the procedures and functions of assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Perform general clerical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the scale, transfer station, and City as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information regarding policies and procedures.

Prepare and maintain accurate and complete records.

**Ability to cont.:**

Prepare clear and concise reports.

Research, collect, compile, and analyze information and data.

Perform accurate mathematical computations.

Learn city streets, addresses and boundaries as needed to successfully perform the duties of the position.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands& Work Environment**

Ability to work in a standard office environment, ability to work in a fast paced, stressful environment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience & Training:**

Minimum of high school graduation or equivalent. Two years of clerical and office experience involving public contact.

**Special Requirements:** Subject to criminal background check.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_