

CITY OF HELENA



Position Title: Tipping Floor Attendant/Scale Op. **Department:** SW/Transfer

Position #: 04305 **Grade:** 130 / 132

EEO Category: (08) Service Maint. **FLSA:** Non-Exempt

EEO Function: (13) Sanitation/Sewage **Work Comp Code:** 9410

DEFINITION

Tipping Floor Attendant - Performs manual labor and a variety of tasks in support of solid waste, or similar activities. Work may involve frequent public contact, basic clerical tasks, and the operation of light and heavy equipment.

Scale Operator – 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 Scale Supervisor/Solid Waste Supervisor

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Tipping Floor Attendant – In addition to performing all lower rated positions in the Department, as required, performs a variety of skilled manual tasks and the operation of equipment to perform routine tasks on a fill-in basis (i.e. tramp truck, skid loader). Work often requires heavy physical exertion and may be performed under adverse weather conditions. Must be able to follow oral and written instructions. May maintain records and perform calculations. Must be skilled in common hand and power tools.

Operates City vehicles and light equipment. May record data, perform basic calculations, collect fees and issue receipts. Performs general maintenance and clean-up duties. May inspect trash loads for recyclables and hazardous waste. Attends tipping floor and operates scale and associated equipment as well as performing other duties as may be assigned.

Scale Operator – Performs a wide variety of general clerical work including maintaining records, logs, and files, recording and verifying accuracy of receipts and information. Variety of bookkeeping duties, including simple posting of prepared data and verification of same. Operates truck scale in providing gross and tare weights of vehicles and materials entering and exiting the City Transfer Station. 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. Provides 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.

Receives calls, customers and visitors and responds to general complaints and requests for information from the public. Interprets basis services, policies, rules and regulations in response to inquiries and complaints and assist in the resolution of concerns and complaints; refers inquiries to appropriate staff as well as routes calls and takes messages.

Operates modern office machines and equipment; processes permits; and collect and account for fees and charges.

OTHER JOB RELATED DUTIES

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. Wears safety equipment re: vest, hard hat, safety glasses, steel toed boots.

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 recording keeping.

Basic mathematical principles; numerical, alphabetical, and subject matter filing systems.

Customer service practices.

Skill to:

Operate a variety of common hand and power tools.

Operate modern office equipment including computer equipment.

Operate equipment in a safe manner.

Ability to:

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.

Maintain positive attitude, be a self starter and self-motivated.

Physical Demands& Work Environment

Ability to perform manual labor in adverse weather conditions. May perform a variety of physical activities including standing for extended periods of time, lifting, shoveling, pushing, pulling, climbing and crawling. Ability to see, stand, walk, hear, drive, and lift up to 75 pounds. May be exposed to electrical and chemical hazards.

May, at times, work in a dusty, dirty and unpleasant smelling environment and/or confined spaces.

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.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

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

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: August, 2007

Updated: September, 2008