

Classification Title: Scale House Attendant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Acts as gatekeeper for public access to County Scale House. Operates scale weighing system, records vehicle transactions, and collects revenue.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs preliminary screening of material delivered to County facility to ensure compliance with rules and regulations.
2	L	Operate inbound and outbound truck scales and record vehicle transactions, vehicle type, and hauler account information.
3	L	Collections appropriate fees and take action if hauler has outstanding debt.
4	S	Report data to Finance Department daily.
5	S	Run reports from the weight system software for performance.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma or GED
Experience	Over one year experience with high volume truck scale and public contact.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	USDA Weightmaster Certificate
Reading	Intermediate
Math	Intermediate
Writing	Basic
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.

Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Large truck scales, cash register, credit card reader and signature pad, bank drawer (through the wall).

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other (see 1 below) X

(1) Landfill scale house and truck scales.

PROTECTIVE EQUIPMENT REQUIRED:

None.