

METRO

Classification Description

TITLE: Lead Scalehouse Technician

Job Code: 0014

Pay Range: 09

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: July 1995

Revised: 2007

Classification Summary:

Oversee scalehouse activities in the absence of the Site Supervisor. Train, assign and direct the work of Scalehouse Technicians. Operate computerized scaling system; estimate loads and perform cashier duties for commercial and public vehicles delivering solid waste to disposal site. Provide information to the public and enforce Metro policy regarding solid waste disposal.

Supervision Received:

Supervision is received from the Site Supervisor

Supervision Exercised:

Lead direction is exercised over Scalehouse Technicians

Distinguishing Features:

The Lead Scalehouse Technician classification is distinguished from the Scalehouse Technician classification by the ability to function independently and to lead and direct others.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Trains, assigns and directs the work of assigned staff.
2. Responds to customer complaints, resolves traffic flow problems, addresses safety and security issues and addresses minor contractor performance issues.
3. Provides information to the public regarding Metro policy and regulation on recycling, uncovered loads, special waste, and fee assessment. Enforces policy as necessary.
4. Estimates load volume of trucks delivering solid waste to disposal site. Calculates fees based on Metro policy. Performs cashiering duties; collects fees and issues change and receipt.

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5. Prepares report summarizing daily shift activity and fee collection. Prepares daily deposit.
6. Collects information, such as size, material codes and volume, through computerized scaling system to assure accurate data for billing and development of Metro policy.
7. Records information regarding special materials, new commercial vehicles, special waste permits, account numbers and daily deposits. Compiles reports on and/or distributes information as necessary.
8. Collects data and prepares special reports from a database or spreadsheet as requested.
9. Uses computer, printer, adding machine, calculator, copier, fax, credit card machine and other general office equipment to perform duties.
10. Assists in coordination of site activities with other Metro facilities and contractors.
11. Researches billing inquiries by either customers or the Accounting Department as requested.
12. May assist supervisor in the budgeting and planning process for the division.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

High school diploma or G.E.D. and two years experience in a position requiring extensive interaction with the public; or any combination of experience and education which provides the applicant with the desired knowledge, skill and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of basic accounting procedures
2. Knowledge of basic customer relations principles and practices
3. Skill in basic mathematical calculations and the ability to calculate/estimate quickly
4. Knowledge of basic computer skills
5. Ability to interpret scalehouse policies and determine proper procedures
6. Ability to remain calm in stressful situations
7. Skill in prioritizing and monitoring work assignments
8. Ability to apply agency and departmental policies and procedures
9. Ability to train, assign, and direct the work activities of assigned staff
10. Ability to use computer software programs (word processing, spreadsheets, and databases) and to learn software specific to Scalehouse operations
11. Ability to maintain records, both electronic and physical, in accordance with established procedures
12. Ability to coordinate projects using assigned staff

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13. Ability to make change and balance cash
14. Excellent oral communication skills and the ability to establish effective working relationships with other employees and the general public
15. Ability to operate a cash register, adding machine and calculator, as well as other general office equipment necessary to performing the duties of the job

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires frequent or continuous standing, walking, fingering, talking, reaching, feeling, repetitive motions of the feet, repetitive motions of the hands/wrists, sitting and good general hearing. May also require occasional bending, kneeling, climbing, grasping, handling, and lifting or carrying up to 20 pounds. Position performs in a kiosk-type building. Incumbent is exposed to weather conditions via open windows and doors.