

OPEN POSITION

Revised 5/3/2021

The following position is currently open. See instructions at bottom on how to apply.

Job Function: **SCALE HOUSE ATTENDANT (Part-time)**
Shift/ Hours: **Monday – Friday: 7:00 AM – 12:00 PM**
Saturday (alternating): 8:00 AM - 1:30 PM
Position Reports to: Customer Service Supervisor
Department: Turlock Transfer/ Scale House

Job Summary:

Under general direction of the Transfer Supervisor, this position will act as the main Scale House Attendant (Deputy Weighmaster). This position will be engaged in various routine technical and clerical activities including acting as a deputy weighmaster, using/handling a cash drawer, general customer service, regularly communicating with drivers and other personnel via 2-way radio, data entry and reporting, and will cross-train and provide assistance in other departments as needed.

Duties and Responsibilities:

The duties for this position include, but are not limited to the following: Operate a truck weighing scale and weigh incoming and outgoing vehicles carrying solid waste, recyclables and other materials; Provide quality customer service to customers, vendors and co-workers; Calculate and collect disposal fees; Prepare and balance cash and credit card receipts; Maintain radio communication with yard employees and drivers; Maintain traffic control for both scales; Evaluate and balance reports generated by the scale system to verify accuracy of data; Verify and audit the scale tickets for completeness and accuracy; Balance daily receipts from the Scale cash drawer; Provide information to customers pertaining to daily operation, location, fees and hours; Perform other general tasks as assigned by supervisor.

Minimum Qualifications Include:

Applicant must have excellent attendance, be well organized, with excellent people skills and moderate computer skills. In addition, applicant must possess the ability to: read, write and exhibit strong communication skills, adequate enough to explain, clarify and resolve non-routine issues; Work in a busy environment where multi-tasking is essential; Calculate numbers, correct entries, and post to records; Type and enter data at a speed necessary for successful job performance; Perform responsible clerical work including the maintenance of appropriate records and compiling information for reports; Gather and process computer data and to format and generate reports and utilize automated accounting/operations systems; Compile information, analyze and solve basic problems; Understand and carry out oral and written instructions; Use independent judgment; strong interpersonal skills, adequate to establish and maintain effective working relationship with others.

Closing Date (internal): **Friday, May 7, 2021**

To apply for the position(s) listed above:

- Please contact Angela in Customer Service or Dinora in Human Resources for more information.