

JOB DESCRIPTION



WEIGH SCALE CLERK

Position Title:	Weigh Scale Clerk
Department:	Operational Services
Section:	Landfill
Supervisor:	Director of Operational Services

POSITION FUNCTION

To operate a scale house, monitor users and inspect loads, charge appropriate fees, collect payment, and educate the public on waste-disposal practices.

KEY DUTIES

- Records vehicle and load information, operational data, operates scale, and charges appropriate fees.
- Calculates fees, collects, balances, and reconciles payments, issues receipts, maintains account records, and prepares daily deposits.
- Enforces all solid-waste related regulations and bylaws for staff, public, and contractors.
- Educates and responds to customer inquiries related to site operations, fees and charges, and programs and initiatives in a courteous and efficient manner.
- Identifies violations, records and applies appropriate penalties.
- Maintains overall cleanliness of scales, scale house, recycling areas and area in close proximity and performs general maintenance duties including litter collection, sweeping, snow clearing, painting, and site vehicle maintenance.
- Accepts, sorts and stores Household Hazardous Waste and other Extended Producer Responsibility products.
- Manages flow of vehicles.
- Ensures facility is open and ready to receive the public and secure facility at closing.
- Coordinates the appropriate removal of contaminants.
- Inspects loads to identify contents and compliance with bylaws and monitors users of landfill.
- Inspects and completes manifests.
- Completes required landfill reports or provides information to complete these reports.
- Performs other duties as required.

INDEPENDENCE

Work is performed in accordance to schedules assigned by supervisor. Problems are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

- Some minor bending and lifting of light weights

Work Environment:

- Ability to work alone and under limited or no supervision.

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KEY SKILLS AND ABILITIES

- Deal with the public in a courteous and tactful manner.
- Computer skills
- Reconciling of cash and electronic payments

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Secondary school graduation in addition to some post-secondary accounting or bookkeeping course(s).
- Completion of a BC Qualified Landfill Operations course would be considered an asset.
- Experience as a Scale Attendant/Inspector would be considered an asset.
- Knowledge of environmental legislation and bylaws related to the Solid Waste Management division.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Knowledge of WorkSafe BC Regulations and safety protocols related to the position.
- Ability to follow safe work procedures, health and safety requirements, and safety check-in procedures.
- Ability to communicate in a courteous and tactful manner.
- Ability to work flexible work hours, including weekends.
- Good physical condition with sufficient strength and stamina to perform light manual work in the presence of all types of weather conditions.
- Valid First Aid Certificate or an ability and willingness to obtain one.
- Valid BC Drivers' Licence.

OTHER

COMPETENCIES

- **Service Orientation (moderate)** implies a desire to identify and serve customers/clients, who may include the public, colleagues, and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Cooperation (moderate)** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- May be requested to obtain additional certification and/or training related to current job classification.