

Greater New Bedford Regional Refuse Management District
Job Description

Position: Landfill Scale Operator **Classification:** Non-Exempt
Reports To: Operations Manager **Hourly Rate** (as of 7/27/2017): \$20.00

Essential Job Functions. Operates landfill truck scale weighing system, including computer and computer software program; identifies and weighs each vehicle to determine net weight; screens incoming solid waste for unacceptable items; records all solid waste disposal transactions and tracks all other incoming and outgoing materials at the facility; maintains computer program with customer information and product types; prepares reports on all inbound and outbound materials; answers telephone and provides information regarding hours of operation, location and directions to the landfill; performs other clerical and/or bookkeeping duties, and all other related work as required.

Job Knowledge / Skills Knowledge of and skilled at operating computers and software programs; excellent customer service skills; professional demeanor; prior knowledge of landfill operation or truck scale weighing system operation highly desirable.

Required Level of Education and Experience: minimum high school diploma; minimum 3 years experience in landfill truck scale weighing system operation or working in an office environment requiring similar computer software experience; any equivalent combination of education and experience.

Physical and Mental Demands/ Job Environment Work is performed in landfill scale house. Occasionally lifts and moves items weighing up to 20 pounds. Work involves light to moderate physical effort. Frequently required to move about inside District buildings, other areas and occasionally outside. Occasionally required to climb stairs to observation platform to inspect vehicle loads; frequently required to: talk or hear; use hands to finger, handle, feel or operate objects, computers or controls; reach with hands and arms; stoop, bend. Exposed to odors associated with landfill operation and equipment exhaust. Must be able to remain in a stationary position for 2 to 3 hour periods. Must be able to listen to and communicate with people. Must have eyesight and hearing at or correctable to normal ranges.

Approved by District Committee – July 27, 2017