



JOB DESCRIPTION

JOB TITLE:	Scalehouse Cashier	DEPARTMENT:	Operations
REPORTS TO:	Field Operations Supervisor II	FLSA STATUS:	Non-Exempt
PREPARED DATE:	September 2008	APPROVED DATE:	July 16, 2009
REVISION DATE:	January 2012		

SUMMARY

Under the direction of the Field Operations Supervisor II, compute charges and collect fees for the dumping of refuse at disposal sites; keep accurate records of fees collected and amount of refuse dumped; measure, inspect, and weigh refuse to determine refuse quantity and type; direct traffic at the working face of the landfill; and perform other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Scalehouse Cashier inspects trucks and other vehicles preparing to unload solid waste materials at disposal sites and transfer stations, computes charges and collects disposal fees.

Tasks performed: Inspect trucks and other vehicles hauling refuse to determine proper classification of waste materials according to established regulations and policies; measure the size of truckloads or trailer loads of refuse to be disposed and those transporting outbound commodities; compute the total volume and calculate fees; collect fees, provide accurate change, and issue receipts; operate electronic scales; identify restricted hazardous materials and refer haulers to appropriate agencies or sites; maintain records of cubic yardage dumped by commercial collection companies and other charge account customers; direct truck and vehicle operators to proper refuse unloading areas; total receipts daily; prepare and make bank deposits; balance and reconcile cash to recorded revenues; maintain daily records of receipts and cubic yardage dumped; answer questions, distribute literature, and handle complaints from the public concerning disposal site operations; direct and control traffic; visually inspect and clean scale house area; direct the public in proper dumping of recycling materials and restricted hazardous materials; may refuse entry to persons not conforming with landfill regulations; ensure scale equipment is inspected and maintained; cooperate with representatives of regulatory agencies during inspections; other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly

without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Customer Focus/Interpersonal Skills

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

High school diploma or general education degree (GED); or equivalent combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

One year of experience involving maintaining or processing accounting or financial records, bookkeeping, or performing cashiering duties.

Formal education in bookkeeping or accounting may be substituted for up to six months of the required experience, on the basis of three semester units for two months of experience.

Desirable qualification: experience working in a landfill or transfer station operation and familiarity with solid waste data collection.

An addition to the minimum qualification, a Lead Scalehouse Cashier must have a minimum of one year experience as a Scalehouse Cashier.

Reading and Writing Skills

Ability to speak clearly, understandably and follow oral and written instructions. Apply Authority regulations pertaining to the operation of a landfill and transfer station. Record and maintain accurate records. Bilingual in Spanish is required.

Mathematical and Accounting Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and fractions. Accurately handle cash, make change, write receipts and make bank deposits. Balance and reconcile cash to recorded revenues. Accurately and consistently estimate loads, charges fees and record transactions.

Reasoning and Customer Service Ability

Ability to apply common sense understanding to carry out written or oral instructions; ability to deal with customer problems. Learn to identify and classify waste or recyclable materials. Distinguish colors, such as color-coded medical waste bags. Hear and distinguish various sounds, such as voices of co-workers in noisy environments and the sound of equipment back-up alarms. Deal tactfully and effectively with customers. Establish and maintain cooperative working relationships.

Computer Skills

Basic computer skills. Learn to input data into computerized cashiering equipment. Learn to operate an electronic scale.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California's driver's license is required.

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Frequently stand and walk; ability to stoop, kneel or crouch to pick up or move objects; physical ability to

perform heavy physical labor; walk for short/long distances and on uneven surfaces; lift and move objects weighing up to 30 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date