**POSITION DESCRIPTION**

**Position Title:** Scale Attendant  
**Date:** April 2008

**Reports to:** District Superintendent  
**Department:** Public Works

**FLSA Status:** Non-exempt  
**Positions Supervised:** none

---

**BASIC FUNCTION:**
Greets all customers at the transfer station and controls access to the site. Identifies materials delivered to the site and assess appropriate fees. Keeps records of activities conducted by other site staff. Prepares cash deposits.

**MINIMUM QUALIFICATIONS:**
1. High school education or equivalent
2. Customer service experience preferred.
3. Cash transaction experience preferred. Candidate must be bondable and/or have the necessary background to handle simple cash and check transactions
4. Proficient computer skills.
5. Ability to obtain a current first aid card (including CPR training) and a current flagger’s card within six months of hire (at the County’s expense).

**PRINCIPAL DUTIES - Asterisk designates essential function:**

1. Weigh vehicles entering the site, identify contents of the vehicle, determine the appropriate service fee, screen for hazardous materials.
2. Balance accounts at the end of the day and prepare cash receipts for deposit.
3. Answer customer inquires regarding services.
4. Direct customers to the appropriate service area within the site.
5. Assist with routine site maintenance (litter pick-up)
6. Assist with traffic control.
7. Keep records of site activities at the direction of the supervisor.
8. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52

**PHYSICAL AND MENTAL REQUIREMENTS:**
1. Must be able to lift, lower, push and pull 40 pounds.
2. Ability to understand regulations regarding the acceptance of waste at transfer stations and relate the requirements to the general public.
3. Ability to establish and maintain an effective working relationship with other staff.
Position Title: SW Scale Attendant

Page 2

4. Ability to interact with customers in a firm, courteous and tactful manner.
5. Requires the manual dexterity to handle tools (such as shovel and rake to maintain facility and move waste).
6. Must be able to talk and receive and understand written and oral communication and understand and follow verbal and written instructions. Must be able to present information and direction to customers clearly and effectively.
7. Requires the ability to perform basic mathematical calculations correctly; use a calculator and make change accurately.
8. Must be able to operate computerized scale.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer (with solid waste scale software)</td>
<td>Up to 8 hours</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>occasion-ally</td>
<td>occasion-ally</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>occasion-ally</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>occasion-ally</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS:

1. Primarily indoors.
2. Occasional outdoor duties lasting less than one hour.
3. Facilities may not include running water.
4. Exposure to solid waste, odors, fumes, dust and various debris.
5. Work weekends and some holidays.