

CLASS TITLE: Scale House Attendant

DEFINITION:

An employee in this class will be under the direction of the Landfill Superintendent and the Somerset County Director of Solid Waste and Maintenance and will primarily be working at the Somerset County Landfill Scale House. Attendant will be handling the weighing of all vehicles entering the landfill, both commercial and residential, using a permanent set of truck scales and a computer order tracking system. Attendant should be well organized, have some computer knowledge, and be able to handle monetary transactions from cash customers. Employee should have good record-keeping skills and ability to carry out oral instructions. Attendant must also aid residents at the trash boxes when necessary and perform general building maintenance functions. Various other duties will be performed as necessary.

EXAMPLES OF PRIMARY DUTIES: (Examples are illustrative only and not all inclusive)

- Position trucks and cars on scales for weighing.
- Enter commercial customer account numbers into computer and other pertinent information, such as type of waste and vehicle number. Upon leaving landfill, vehicle must be weighed out using same computer process.
- Responsible for weighing in and out cash customers and administering proper change.
- Prove out moneybox daily and make deposit ticket.
- Download daily, weekly and monthly reports from the computer files.
- Keep daily dirt hauling reports.

EXAMPLES OF ADDITIONAL DUTIES: (Examples are illustrative only and not all inclusive)

- Equipment repair, such as, changing flail mower blades and minor repairs to a vehicle, truck or heavy equipment.
- Inspect and repair tide gates at various locations throughout the County. Remove tide gates and transport to the Landfill for repairs not able to be completed in the field.
- Transfer Station Attendant duties at either of the 5 County locations.
- Pick up litter and debris from the County Landfill with or without an inmate crew.
- Clean the maintenance building, such as, sweeping and washing windows, etc.
- Cut and trim grass.
- Clean out onsite drainage pipes.
- Transport and set up dewatering pumps at various locations.
- Power wash and hand clean vehicles, trucks, heavy equipment, roll off containers and other equipment.
- Scrape, sand, and mechanically remove paint from dump truck bodies, roll off containers and other items and prep for painting.

- Paint pipe bollards, building doors and trim, dump truck bodies, roll off containers and other items within the landfill.
- Spray weed killer within the landfill and transfer stations. Employee must be certified and carry a State issued identification card.
- Power wash scale house, maintenance building, inmate building and clean windows.
- Apply grass seed to landfill slopes and other areas, spray straw to cover and distribute straw bales to side slopes to prevent erosion.
- Clean scale house and maintenance building gutters.
- Install and repair litter fence.
- Clean scale house and shovel snow when necessary.
- Change tires on small and large vehicles.
- Mop floors and perform cleaning duties in the scale house building.
- Occasionally supervise an inmate crew to ensure they pickup paper and perform other duties within the landfill.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to input information into a computer.
- Ability to understand and carry out oral instructions.
- Ability to work outside under adverse weather conditions.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- High school diploma or GED certification.
- Knowledge of record keeping and typing.

REQUIRED LICENSES AND CERTIFICATES:

- Maryland Class C Driver's License.

ADDITIONAL DESIRABLE QUALIFICATIONS:

None

REVISED: 10/15/19

GRADE: 3

Other Assigned Duties

Listed below is a description of the work activities that may be assigned to a scalehouse attendant. Scalehouse attendants work the following schedule during each pay period.

Week 1-Monday, Tuesday, Wednesday, Thursday, Saturday- 10 hours per day

Week 2-Tuesday, Wednesday, Friday-10 hours per day for a total of 80 hours per pay period.

Since both attendants work on Tuesday and Wednesday, the employee working the three day week is assigned outside duties on those days.

The possible work assignments are:

1. Equipment repair- Example- Changing flail mower blades, minor repairs to a vehicle, truck or heavy equipment.
2. Tide gate repair-Inspect and repair tide gates at various locations throughout the County. Remove tide gates and transport to the Landfill for repairs not able to be completed in the field.
3. Transfer Station Attendant duties at either of the 5 County locations.
4. Pick up litter and debris from the County Landfill with or without an inmate crew.
5. Clean the maintenance building. Wash windows, sweep floor. Etc.
6. Cut grass and trim grass.
7. Clean out onsite drainage pipes.
8. Transport and set up dewatering pumps at various locations.
9. Power wash and hand clean vehicles, trucks, heavy equipment, roll-off containers and other equipment.
10. Scrape, sand, and mechanically remove paint from dump truck bodies, roll-off containers and other items and prep for painting.
11. Paint pipe bollards, building doors and trim, dump truck bodies, roll-off containers and other items within the landfill.
12. Spray weed killer within the landfill and transfer stations. Employee must be certified and carry a State issued identification card.
13. Powerwash scalehouse, maintenance building, inmate building, and clean windows.
14. Apply grass seed to landfill slopes and other areas, spray straw to cover, and distribute straw bales to side slopes to prevent erosion.
15. Clean scalehouse and maintenance building gutters.
16. Install and repair litter fence
17. Clean scalehouse and maintenance building windows.
18. Change tires on small and large vehicles.
19. Mop floors and perform cleaning duties in the scalehouse building.
20. Supervise an inmate crew. Inmate crews pickup paper and perform other duties within the landfill.
21. Snow removal.