

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Weighmaster Assistant
DEPARTMENT: Public Works
DIVISION: Solid Waste & Recycling
REPORTS TO: Solid Waste & Recycling Division Chief
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY:

Responsible for a variety of tasks related to office functions and weigh station operation. Duties will include secretarial and clerical tasks, serving customers at the landfill office and by mail, as well as bookkeeping functions of accounts payable and receivable. The duties of weigh station operation will be shared with other staff members to ensure the continued function for all hours of operation. This position will require work on weekdays, Saturdays, and Holidays.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Perform reception and secretarial duties; to include, but not limited to, the preparation and mailing of customer invoices and monitoring of customer accounts. Perform data management, monitor contracts, and ensure all record retention policies are followed.
- Process credit applications and create new accounts upon approval.
- Reconcile accounts and verify bank statements.
- Operate computerized weigh scale system.
- Register customer vehicles and refuse containers.
- Prepare monthly reports for Finance and Treasure's offices.
- Prepare accounts payable invoices and reports.
- Process routine office correspondence.
- Manage filing system.
- Prepare reports for budget and audit processes.
- Update departmental asset inventory.
- Maintain cash drawer for daily cash receipts.
- Prepare daily reports, cash, charge, product, tonnage. Reconcile reports w/weigh tickets.
- Screen incoming loads by visual inspection to control unacceptable waste and to direct waste to appropriate disposal area. Monitor incoming vehicles for proper permit registration.
- Prepare bank deposits. Share responsibility to make bank deposits.
- Make sales of refuse disposal stickers.
- Perform data backup on scale/office computer system.
- Other duties may be assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- Associate's degree or equivalent in business administration, accounting, or a related field.
- Two (2) years of office experience, one in performing accounting and bookkeeping functions.

Knowledge, Skills, and Abilities:

- Knowledge and ability to perform algebraic functions.
- Ability to complete bookkeeping, accounting, and budget calculations.
- Ability to create documents and reports as needed to accomplish tasks required by County offices, agencies, and landfill customers.
- Ability is needed to identify and understand needs, factors influencing a situation, desired goals, and possible and best solutions.
- Ability to apply communication skills to successfully work with the public are also required.

Certificates and License:

- Valid Driver's license

PHYSICAL DEMANDS AND WORK ENVIROMENT:

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.

- The individual performing the duties of this position will be required to listen, speak, and communicate with supervisors, co-workers, customers and the public. Must be able to view loads in vehicles including dump trucks. This may require climbing onto these vehicles and communicating with drivers for acceptance of waste and to give direction. Other physical demands include keyboard data entry and operation of office machines and equipment.

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.

- The workplace for this position is the office/scale house of the Garrett County Solid Waste Disposal and Recycling Facility. This environment differs from that of a traditional office due to the variety of activities that take place, such as construction/operational activities, truck traffic and walk in customers. Most duties are performed in the landfill office with a portion of time spent outside in varying weather conditions.
- Landfill operations continue throughout the year without closure due to weather conditions. As a result, encountered will be conditions of extreme heat, extreme cold, snow, ice, slippery conditions, uneven surfaces, rain, wet/humid conditions, dry/dusty conditions, wind, and sunshine and odors in the course of carrying out the outside duties. Work tasks will be performed in close proximity to moving equipment, vehicles, and parts with times of noisy conditions. Safety of staff and the public is first priority.