



BINGHAM COUNTY
CLASS
SPECIFICATION
SCALE HOUSE OPERATOR
November 27, 2023

Salary: Starts at \$15.58/hr

Hiring Step DOQ/DOE

Part-time: Up to 19 hours/week - No County Benefits

Closing Date: Open Until Filled

Pay Grade: N10

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The primary function of an employee in this class is to provide customer service to the public, monitor and record loads dumped, perform cash management duties, and perform office and recordkeeping duties. Work is performed under the supervision of the Transfer Station Supervisor with a lead worker available to answer questions or resolve issues; the principal duties of the position are performed in a scale house, general office and in an outdoor environment with exposure to landfill hazards and odors.

Essential Duties and Responsibilities (will vary by assignment)

- Answers phones, greets the public, inquires about load origination and contents according to landfill regulations;
- Directs public to appropriate dump site;
- Explains policies and procedures;
- Calculates and collects customer fees;
- Completes appropriate record of each load dumped;
- Manages cash and charges, including balancing the receipts at the end of shift;
- Monitors customer activities for compliance to rules and regulations of the landfill;
- Enters data, tracks, monitors, and prepares reports related to landfill operations;
- Keeps the scale house in orderly and clean condition;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Shovels snow;
- Performs office work as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Cash management and cash balancing techniques and procedures;
- County landfill rules, regulations, and procedures;
- Customer service practices, procedures, and objectives;
- Basic math techniques.

Ability to:

- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Maintain financial and accounting records, logs, reports, and documentation;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Monitor the safe dumping of materials;
- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Communicate effectively with the public and other employees;
- Follow written and oral instructions;
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, vendors, contractors, other state and federal agencies, and the public.

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Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Previous customer service experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone, with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, recognize hazardous materials and recognize monetary denominations and make correct change;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle cash and operate a computer;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, and work in a scale house environment that may be affected by outdoor weather conditions and landfill hazards and odors.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand; walk over rough or uneven ground; sit; stoop, kneel, or crouch. The employee is frequently required to use hands to operate general office equipment and cleaning equipment.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.binghamid.gov When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L. Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.