

Position Description: Scale Attendant/Clerk - Soldotna

Service Type: Classified - Range I

Definition: Under the general direction and supervision of the solid waste director or designee, the scale attendant/clerk, operates the landfill weigh systems, directs disposers to the proper deposit area; screens loads; provides information to callers and disposers; performs clerical tasks; and conducts minor site cleanup and recycling.

Minimum Qualifications: High school diploma or GED; at least one year of experience operating computers; ability to type and operate a 10-key; ability to deal with the public in a friendly and direct manner and ability to work with minimum supervision. Must possess a valid, unrestricted Alaska driver's license.

Essential Functions:

1. Operates scale and computer system; weighs vehicles in and out; directs disposers to the proper disposal area; inspects loads; issues tickets; collects fees; prepares daily and monthly reports; other duties necessary to track landfill users.
2. Assists with training for other scale operators and temporary staff.
3. Acts as receptionist, greets visitors, answers telephones and other miscellaneous clerical duties. Assists with tracking invoices for solid waste disposal fees. Compiles and inputs data for disposers, reports or other projects
4. Dispatch for site operators and workers to coordinate activities.
5. Performs minor load screening and public outreach at the site by working in the disposal area and talking to disposers to provide information on site rules and restrictions, conduct surveys, and other tasks.
6. Distributes litterbags, tarps, and other solid waste related items. Perform site litter collection, custodial tasks, and recycling sorting.
7. Assists at the Solid Waste Office answering phones, preparing bulk mailings, preparation of promotion items and displays, and other minor clerical tasks. Assists with other solid waste projects.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.