



## **Scalehouse Services Specialist 1**

**Category:** Classified  
**Pay Grade:** C16  
**Job Code:** 16923

*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**

Performs complex specialized technical work in solid waste operations consisting of, but not limited to, scalehouse functions and customer account servicing; handles proper and efficient completion of vehicle weighing, determines the acceptability of waste for disposal, performs associated financial transactions, determines and directs customers to the proper disposal location, customer service, and various other related functions needed to maintain the overall operations of the facility, as required.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Operates computerized scale application to weigh vehicles, processes waste which requires special handling, and directs waste loads to appropriate disposal locations;
- Performs complex cash handling, balancing, and receipting duties, involving currency, credit cards, and checks;
- Performs calculations to provide monetary change and prepares and maintains records of transactions;
- Provides information, assistance and services to the general public, employees, and others in person, by telephone, or by other forms of communication;
- Displays effective judgment based on material knowledge and facility site layout to select routing from a detailed matrix;
- Manually writes scale tickets when automated system is not functional;
- Assists higher level staff in performance of a wide range of activities;
- Assists and provides routine support on inquiries for assistance, services, and resolution to problems;
- Communicates via radio with employees within the department as well as contractors on-site;
- Processes and maintains equipment, property control, purchasing, and/or fiscal records and performs calculations;
- Coordinates clerical and administrative activities within the scalehouse environment;
- Operates computers, calculators, and other office equipment for completing scalehouse operations;
- Performs computer related duties including data entry, retrieval, and routine computer operations;
- Produces computer drafts, correspondence, reports, and documents;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

One (1) year of customer service experience and experience in preparing, processing, and maintaining financial records; or one (1) year of technical, vocational, or college level education or training that includes courses in business, finance, accounting, or directly related field; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a Florida Department of Environmental Protection (FDEP) Landfill Spotter Certification within 1 year of appointment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of laws and rules governing procedures and legal requirements encountered in government operations, specifically in solid waste management operations;
- Knowledge of the principles and procedures of solid waste management and accounting processes;
- Knowledge of business English, spelling, arithmetic, accounting procedures, and bookkeeping processes;
- Knowledge of the principles and practices of cashier functions.
- Skill in operating a personal computer, technical scalehouse equipment, cash register, using prescribed software applications including entry of computer information and skill in the operation of commercial word processing, database, and spreadsheet programs;
- Skill in performing mathematical operations, making change, and performing multiple tasks.
- Ability to apply basic computer applications and software;
- Ability to receive the public with tact, patience, and courtesy;
- Ability to plan, organize, and prioritize work and technical procedures;
- Ability to assist in the development of effective office or field work procedures and clerical training programs;
- Ability to provide information correctly and concisely, orally and in writing;
- Ability to understand and perform basic and written instructions;
- Ability to compose and distribute routine communications.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.

- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.