

Job Description

Job Title: Part-time Scale/Fee Clerk
Reports To: Office Manager
Updated: December 13, 2023
FLSA Status: Non-Exempt
Hours: up to 30 hours per week
Position Type: Part time regular

GENERAL JOB DESCRIPTION: On a part-time basis, maintains the front office by waiting on customers, weighing loads, answering phones, processing credit card and cash transactions. Enters all customer transactions into Waste Works and at the end of day balances cash draw and Waste Works. Completes other daily tasks as assigned. Additionally, fill in when Office Assistant/Scale Operator is on vacation or is sick, or out of the office during normal business hours. Must be able to work a fluctuating schedule.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as point of contact for all customers coming into the landfill
- Weighs loads and create weight tickets for commercial customers
- Processes payments for customers. Payments are either cash, credit card or charge accounts
- Maintains cash drawer and ensures daily balance of entries.
- Data Entry of all transactions into Waste Works Software.
- Assists the Office Assistant/Scale Operator on high customer days.
- Meets customers outside to measure loads and to verify materials brought into Landfill.
- Assists with other daily duties as assigned.
- Fills in for Office Assistant/Scale Operator for vacation, sick or others reason that remove the Office assistant from the office.
- Provides assistance to other crew members as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic Computer data entry and cash accounting
- Ability to maintain meticulous records.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills. Works independently.
- Ability to participate as an active member of a specialized crew.

OTHER DUTIES: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS FOR THE JOB

High school diploma or GED. Proficient typing, computer, network and office machine skills. One year using, Excel, Word, Email and Internet. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to legibly

write or type routine reports. Experience in construction site environment a plus. Ability to calculate figures and amounts.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to use hands to handle or feel, talk or hear, stand and reach with hands and arms, to walk, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities, close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, are required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions, fumes, airborne particles, mechanical moving parts and loud noise levels. The employee is occasionally exposed to wet/or humid conditions; extreme cold, snowy conditions, extreme heat and blowing dust. May have to report to work early or stay late as required by operational conditions.

MANDATORY PROGRAM PARTICIPATION

- This position requires participation in random drug and alcohol testing including marijuana.
- This position may require a baseline auditory test and annual inspection.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE SAN LUIS VALLEY SOLID WASTE AUTHORITY AND THE INCUMBENT IN THE POSITION.

Nothing in this job description restricts the San Luis Valley Solid Waste Authority to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects San Luis Valley Solid Waste Authority's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the San Luis Valley Solid Waste Authority change or other reasons deemed appropriate.

Received by: _____ Date: _____