



## **City of Phoenix**

### **WEIGH STATION CLERK**

#### **JOB CODE 70100**

Effective Date: 06/92

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to weigh vehicles entering the City's landfills, assess fees, receive money and record charges for each vehicle. Employees must exercise tact and diplomacy in handling complaints and working with the public. Employees are responsible for accuracy of cash handling, charge systems, daily balance reports, and for insuring that the rules and regulations regarding dumping are followed. Work follows well established procedures, but good judgment is required. Employees work under the general supervision of the Solid Waste Landfill Foreman and work is subject to audit.

#### **ESSENTIAL FUNCTIONS:**

- Determines the type of charge to be levied on incoming loads to the landfill.
- Prepares fee tickets on vehicles entering landfill site by recording the number of passengers, gross and tare weight of the vehicles, kind of material hauled, account code, and vehicle identification numbers.
- Reconciles balances of money received.
- Operates a computer in the process of determining the weight loads and charges for incoming loads.
- Prepares daily reports on tonnage received and disposed of in the landfill.
- Notifies the Landfill Foreman, or his/her designee, of loads requiring special disposition.
- Collects fees, makes proper change and issues receipts for cash loads received at the landfill.
- Answers inquiries and handles complaints regarding City services, procedures and fees.
- Keeps accurate records of cash and supply inventory.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

#### **Required Knowledge, Skills and Abilities:**

Knowledge of:



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- The use of computers for handling type of load and tonnage received.
- Cash handling and providing receipts.

### Ability to:

- Communicate orally with customers, co-workers and the public in a face-to-face, one-to-one setting or on the telephone.
- Make continuous or repetitive arm-hand movements to direct traffic at the landfill.
- Exercise appropriate precautions by visually identifying hazardous waste symbols (Examples: corrosive and gas emblems, red bags).
- Work irregular shifts, weekends and holidays.
- Visually identify acceptable recyclable materials.
- Work safely without presenting a direct threat to self or others.
- Work cooperatively with other City employees and the public.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of experience performing cash handling functions such as cashiering, or clerical tasks of a bookkeeping nature. Other combinations of experience and education that meet the minimum requirements may be substituted.