

**DAVISS COUNTY FISCAL COURT**  
**Job Description**

**Job Title:** Scale Operator  
**Department:** Transfer Station  
**Reports To:** Transfer Station Manager/Supervisor  
**FLSA Status:** Non-exempt  
**Prepared Date:** November 2003

**SUMMARY:**

The Scale Operator is responsible for weighing, monitoring and collecting fees for waste entering the Transfer Station.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Operates scales.

Compiles information for monthly billing.

Answers and routes phone calls.

Completes deposit statements.

Completes daily reports.

Runs daily and monthly scale ticket reports.

Assembles quarterly reports for the state.

Assists manager on processing and tracking of purchase orders.

Maintains positive customer relations.

Inspects suspicious loads.

Performs other tasks as assigned by the Transfer Manager.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); Three to six months related experience and/or training preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organizations.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Kentucky Drivers License

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and vibration. The noise level in the work environment is usually moderate.