



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 11/12/15**

**CLOSES: 11/29/15**

### **SCALE HOUSE ATTENDANT II**

The current vacancy in the Solid Waste Department is a full-time, union (Local 792CH), non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$2,601 – 2,974 per month

#### **ESSENTIAL FUNCTIONS:**

##### **Operation and Maintenance of Scale House**

- Operate the scale house computer to obtain weight records of customers and waste haulers both incoming and outgoing.
- Inform customers of charges based on established fees.
- Direct customers to designated areas for disposal.
- Ask customers about the content of their load to ensure only proper materials are being delivered.
- Inspect all waste loads to screen for liquids, regulated and hazardous wastes.
- Inform the public of the availability of the County's Solid Waste Programs.
- Complete all forms as required in accordance with the operations plan.
- Record cash received and provide accurate change to customers.
- Balance daily collections and receipts.
- Prepare and deliver nightly deposits to the bank.
- Forward deposit records to the Solid Waste Office.
- Maintain a clean work area in and around the scale house at all times.

#### **Other functions:**

- Monitor and maintain recycling collection site to ensure cleanliness, including drop boxes.
- Maintain oil, antifreeze, battery, and light bulb programs.
- Assist with Household Hazardous Waste (HHW) when required by HHW Supervisor.
- Minor snow removal and grounds upkeep around scales and HHW facility.
- May be required to fill in at other Solid Waste facilities as needed.

*This job description is a summary of the primary functions and expectations for this position. Additional department related duties may be assigned as required.*

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Valid Washington state driver's license or ability to obtain one prior to employment.
- One (1) year of experience that provides the skills necessary to perform this position, such as customer service, accurate cash handling, and office work.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from

employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Ability to use a calculator, write clearly, and perform accurate financial transactions.
- Ability to write clearly, handle money transactions and make correct change.
- Must be able to communicate clearly in verbal and written form.
- Deal courteously and firmly with the public and understand and execute written and verbal instructions.
- Maintain records and complete basic forms and acquire knowledge of Solid Waste Policies.
- Ability to work with frequent interruptions, and stay busy between customers.
- Must have the ability to tolerate dusty, windy conditions, temperature extremes, and odors.
- First Aid and CPR certified or ability to obtain certification.
- Hazardous Waste Screening Certification or ability to obtain certificate.
- Hepatitis B Vaccine or ability to obtain.

**PREFERRED QUALIFICATIONS:**

- Experience in operation of a computerized scale system.
- Knowledge of Solid Waste Systems.

**WORKING CONDITIONS:**

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to hazardous materials and inclement weather, including temperature extremes, and windy/dusty conditions may occur. The position requires frequent interactions with customers; must maintain professionalism at all times and handle frequent interruptions. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing a variety of terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate clearly in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

Driving is required to perform the essential functions, and travel may be required to attend meetings, training, and/or conferences. Employee must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

The hours of operation are 8 AM – 4:30 PM, Tuesday – Saturday. Regular availability and punctuality are required.

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

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date.

The following items are required:

1. Kittitas County Employment Application and Supplemental Exam Answers
2. Resume
3. Letter of Interest
4. One (1) Professional Reference and Two (2) Personal References

**Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) Describe a situation where you have worked independently.
- 2) List any cash handling experience you have and number of customers per day.
- 3) Please describe your experience working with scales, and what type.