

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6665

TITLE: WEIGHMASTER

GRADE: S-13

DEFINITION:

Under supervision, performs administrative duties related to refuse vehicle weighing, billing information processing, and permit issuance at the I-95 Landfill or the I-66 Transfer Station; collects evidence and data pertinent to refuse disposal violations; provides information to the public; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Determines material type and origin of waste loads arriving at County operated waste disposal facilities;
Obtains disposal permit numbers, enters appropriate information into computer system, confirms weights, determines direct sale or third party billing, and determines disposal fee;
Collects fees, including cash;
Provides daily reconciliation of cash receipts, deposit slips, and inventory records, and safeguards funds in accordance with County controls governing the handling of cash and checks;
Reviews monthly invoices for accuracy prior to mailing;
Processes and issues refuse collection and disposal permits;
Inspects waste to determine acceptability for disposal or recycling, and communicates findings to the public, providing answers to questions that often arise;
Inspects refuse collection vehicles for compliance with County regulations;
Gathers evidence of violations of County Code, Chapter 109 as well as, where appropriate, violations of federal and state solid waste, medical waste, and hazardous materials regulations;
Answers questions from the public and commercial hauling firms concerning disposal and recycling of materials;
Educates customers on changes in regulations, materials disposal locations, and changes in fees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of policies and procedures governing the operation of the I-66 Transfer Station and I-95 Landfill scales, as well as disposal requirements of solid waste, medical waste, hazardous materials, and recycled products;
Ability to understand, interpret, and apply relevant County Code provisions including federal and state regulations pertaining to solid waste disposal and medical and hazardous waste handling and disposal;
Ability to operate computer-based information system and cash register;
Ability to understand basic principals of mathematics;
Ability to determine customer fees based upon visual identification of load sizes, collect funds, reconcile cash, and perform basic functions related to monthly billings in accordance with Division of Solid Waste and County policies and controls;
Ability to communicate effectively, both orally and in writing;

Ability to maintain effective relationships with citizens, county hauling customers, and fellow employees.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from high school or a G.E.D. issued by a state department of education; PLUS
One year of customer service experience, to include experience using computers.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REGRADED:	July 12, 2003
REVISED:	April 25, 2003
REVISED:	September 26, 1988
ESTABLISHED:	March 28, 1983