



## Martin County Board of County Commissioners Job Description

---

<b>Job Title:</b>	Scale House Supervisor
<b>Department:</b>	Utilities
<b>Salary Grade:</b>	962
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Superintendent
<b>Mission Essential:</b>	Yes
<b>Bargaining Unit:</b>	HRM
<b>Revised Date:</b>	01/2018

---

### **SUMMARY:**

Responsible administrative and supervisory work overseeing the scale house functions of the Solid Waste Division. This is a working supervisor with responsibility for scale operation, customer service and effective use of the scale software. Works under supervision of the Assistant Superintendent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises scale operations and personnel to ensure compliance of established policies, procedures and regulatory requirements.

Schedule staffing for the scale house.

Conduct performance evaluations and give recommendations for hiring and disciplinary actions when appropriate.

Supervise the scale software daily closure procedures. Establish and maintain a functional level of competency in the use and operation of the scale software.

Checks daily scale transactions, routine logs and tracking information for accuracy and audit accountability. Reconcile discrepancies, if any.

Responsible for ensuring compliance with internal and external auditor requirements.

Prepares and maintains tonnage, statistical, commodity and other reports specific to the department for delivery to management, auditors, customers, and contractors or vendors.

Create a dashboard display of real time operations including vehicles on site, plus Class I, Class III, recyclables and vegetative waste tonnage on site.

Collects tipping fees and makes change for cash transactions. Processes credit, debit and check transactions via computerized terminal.

Responsible for the operational cash and ensures proper handling of all monetary receipts.

Reconciles cash drawer, balances receipts and closing reports and performs basic bookkeeping functions daily.

Supports Utilities and Solid Waste in reporting and accounting practices.

Provides information, responds to inquiries or complaints from the public, co-workers and other departments.

Purchases supplies and equipment; arranges services for needs specific to Scale operations, and maintains compliance with all procurement procedures.

Operates computerized truck scales in a timely manner to promote quality customer satisfaction while weighing both commercial and private vehicles.

Determines specific information about each load then directs customers to appropriate disposal or recycling areas and inspects loads for hazardous waste.

Attends classes and training for certification and continuing education credits to meet safety, software and other requirements.

Identify other emerging data needed for the effective site management of a solid waste processing facility.

Attends meetings as requested.

Perform all Scale Technician duties when necessary as necessary for shift coverages such as during lunches, absences, or other staff shortages.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Working knowledge of computers and other modern office equipment, current operating systems, software applications (such as Word, Excel), and email.

Skill in operating a personal computer, technical scale house equipment, cash register, using prescribed software applications including entry of computer information and skill in the operation of word processing, database, and spreadsheet programs

Skill in performing mathematical operations, making change and performing multiple tasks.

Ability to read and write reports, correspondence and procedure documents.

Ability to effectively respond to, and present information for, common inquires, customer complaints, regulatory agencies, the business community, other county departments and managers.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, proportions, area, circumference and volume.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interprets complex and detailed technical data.

Ability to train new employees on the workings of the computerized scale system.

Ability work efficiently in an atmosphere of frequent interruptions.

Considerable knowledge of all aspects regarding cash handling and accounting.

Ability to work independently, maintain records and make a variety of reports requiring accuracy.

**EDUCATION and/or EXPERIENCE:**

Associate Degree in a Business Administration or Software Data Management or related field and three (3) years of experience in financial administration or data management activities.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Experience with data based software management is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Florida Driver's 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.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Occasional walking and standing.

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

**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.

Works in a normal office environment, occasionally works offsite in the field, attends meetings inside and outside.