

**WEIGHMASTER ~  
Varied shift availability required**

Onondaga County Resource Recovery Agency, **OCRRA**, has an opening for a Weighmaster position at our Rock Cut Road location.

If you are someone looking for an entry-level position and are eager to be outside assisting a hard-working, customer oriented team, **we may be the right choice for you!**

This is a full time, Civil Service position eligible for NYS pension & generous company supported health benefits. You should be available to work Tuesday – Saturday in a union protected environment.

The Weighmaster works as a member of a customer facing team, will be required to use PC Scale and maintain a cash drawer. The work involves helping customers as they enter the site by performing routine tasks. Will require working outdoors, may at times require sustained medium to heavy physical effort. Full civil service job description follows.

OCRRA is looking for candidates who hold a valid NYS driver's license and are ready to earn a competitive wage.

**Be part of a team working to improve the environment.**

**Job Type:** Full-time

**Salary:** From \$21.56 per hour

Applications can be obtained on the Employment page at [OCRRA.org](http://OCRRA.org) or at our main office, 100 Elwood Davis Road, No. Syracuse, NY

Send application, resume and letter of interest to Michca Ballard-Fortin, Onondaga County Resource Recovery Agency, 100 Elwood Davis Rd, North Syracuse, NY 13212 or email your response to [hr@ocrra.org](mailto:hr@ocrra.org).

**OCRRA is an equal opportunity employer.**

## **WEIGHMASTER**

Civil Service #42020 - Competitive

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

The work involves responsibility for performing routine work in identifying and recording vehicles, materials and weights for fee collection or billing purposes. An employee in this class is expected to accurately record customer information such as truck number and waste category primarily using a computer terminal located in a scale house to produce a scale ticket, but occasionally using other manual methods in cases of unusual circumstances. The incumbent is also responsible for accepting cash and check payments, making change and keeping accurate records of monetary transactions for daily cash deposit. An employee in this class is expected to exhibit tact and courtesy when communicating with the public. The work is carried out in accordance with prescribed methods and procedures under the general supervision of a higher level or administrative employee. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Records incoming and outgoing weights of vehicles, customer account and material to generate a scale ticket using a computerized scale management system and computerized scale weight indicators.

Records all non-weight-related transactions including trash sticker and tire ticket purchases and bad check fee collections.

Collects cash or check payments from customers and issues a receipt for all scale house transactions.

Maintains a cash drawer and reconciles daily cash receipts and may deliver to accounting staff for verification and daily cash deposit.

Makes daily trip to bank for cash drawer change and/or cash deposit.

Controls flow of traffic on and off scales using traffic equipment installed at scales and occasionally having to direct traffic outside the scale house; may direct vehicles to specific dumping areas within the facility.

May determine billing rates for each customer based on type of refuse or established contractual rates of payment.

May maintain customer information such as rate of payment, type of payment and applicable rates and codes depending on the method of billing.

May notify accounting staff of any tickets to be voided or incorrect ticket information for file maintenance.

May mail out trash stickers to customers using mail order trash sticker program.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of weighing procedures used to weigh contents of trucks in a solid waste disposal facility.

Ability to weigh loaded vehicles and compute weight of contents.

Ability to operate a computer terminal to enter customer and material information to produce scale tickets.

Ability to make accurate arithmetic computations.

Ability to receive and account for cash and make accurate change for customers.

Ability to maintain routine records.

Ability to follow oral and written instructions.

Ability to establish effective working relationships with co-workers, superiors and the public.

Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS**

Candidates must be high school graduates or holders of a high school equivalency diploma issued by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level at time of application.

## **SPECIAL NECESSARY REQUIREMENT AT TIME OF APPOINTMENT**

When assigned to the Town of Camillus: Possession of a valid New York State Weighmaster's License.