



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Scale Operator (Part-time)

Landfill

Wage: \$18.36/hour

Opening date: 10/11/2024

Closing date: Open until filled

JOB SUMMARY

This position is responsible for assisting customers and weighing vehicles at the county landfill.

MAJOR DUTIES

- Greets and directs customers to appropriate areas for materials disposal; provides customer service; answers telephone and provides assistance.
- Maintains records of incoming and outgoing vehicles.
- Weighs vehicles; inspects loads for hazardous and prohibited materials.
- Receives payment from customers; makes changes; operates credit card machine.
- Balances funds at the end of the day.
- Cleans and maintains office, scale house, and office equipment.
- Answers telephone; provides information and assistance.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of scale operation.
- Knowledge of the acceptable and non-acceptable waste items.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.

Equal Opportunity Employer

SUPERVISORY CONTROLS

The Landfill Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service, administrative, and technical duties. Large customer volumes contribute to the complexity of the position.
- The purpose of this position is to provide customer service in support of the operation of the landfill scale. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in a scale house. The employee may be exposed to dirt, dust, grease, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

SCHEDULE

- Must be able to work 20+ hours per week and weekends as needed.

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401
Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov