

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Position Description

Position Title: Scale House Operator
Reports To: Director Of Public Works
Position Summary: Responsible for daily operation of the Scale House at Solid Waste Management Site to ensure only permitted material is taken to Transfer Station; and all material received is accounted for and billed accordingly; and daily financial reconciliation is accurate & complete.

This is general overview of the position; but municipal services change and with it so do job descriptions. All employees work as a team, and they may be directed based on ability, need and time available to complete other tasks or support where needed. The Municipality reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

Job Duties and Responsibilities

- 1. Directs traffic at the site – 20%**- includes educating and directing customers where to take what materials and how to sort on site; provide direction on non-accepted materials.
- 2. Records all waste entering the site – 65%** - Record each weight and transaction including payments. Income from SWM must be recorded accurately and timely to keep all records up to date. EPR awareness and documentation as received; EPRA electronics intake and reporting; Daily and support monthly reporting and daily balancing & reconciliations;
- 3. Keeps scales & scale house clean – 10%** - usually includes a visual inspection, calling the PW office for support and having someone come with pressure washer to clean scales.
- 4. Responsible for security of the Site – 5%** - primary responsibility to lock and unlock gate, provide support as directed and recoding any incidents that occur.

REQUIRED QUALIFICATIONS AND TRAINING

Education

- High School Diploma or equivalent

Experience

- One year but less than two years

Knowledge, Skills, Abilities

- Knowledge of Occupational Safety Regulations, Solid Waste By-Law, Nova Scotia Environment Regulations
- Basic computer literacy, email, simple transactions, report runs, and reconciliation(s).
- Communication.
- Excellent customer service and interpersonal skills.
- Work independently.

Working Environment

- Activities require light physical effort. Generally, this position is indoors.