Employment Opportunity

Kittitas County, Washington

POSTED: 1/10/2018 **CLOSES: 1/24/2018**

SCALE HOUSE ATTENDANT I

The current vacancy in Solid Waste is a full-time, benefited, union (Local 792 CH – Courthouse), non-exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. This position will close on 1/24/2018.

SALARY RANGE: $2,815- $3,208 per month.

ESSENTIONAL FUNCTIONS

50% Operation of Scale House

- Operate the scale house computer to obtain weight records of customers and waste haulers (incoming/outgoing).
- Fill in at multiple sites throughout the week to cover department needs.
- Inform customers of charges based on established fees.
- Direct customers to designated areas for disposal.
- Inspect all waste loads to screen for liquids, regulated and hazardous wastes.
- Complete all forms as required in accordance with the operations plan.
- Record cash received.
- Compute change to be returned to customers.
- Balance daily collections and receipts and maintain the cash drawer.
- Compute and make nightly deposits at the Treasurer's Office or the bank.
- Forward deposits daily paper work to the Solid Waste Office.
- Inform the public of available County Solid Waste Programs.
- Clean and maintain work areas on a regular basis.
- Open and close Recycle Oil Center (Saturdays).

40% Main Office Responsibilities

- Answer multi-line phones and greet customers with courtesy and a high level of professionalism.
- Clean and maintain work areas on a regular basis.
- Check voicemail and maintain messages; respond to customers or forward information to appropriate staff.
- Open and distribute mail.
- Assist with maintaining and updating department forms, materials, applications, and external website.
- Maintain department-wide records management, filing, and archiving.
- Perform financial transactions including fee collection, receipting, and depositing.
- Assist with data entry tasks and drafting correspondence, forms, reports, etc.
- Take temperatures at the compost facility as needed.
- Assist with maintaining compost records.

10% Other duties as assigned

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- One (1) year customer service experience, preferably in an office setting.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Business arithmetic, use of calculator, use of scales.
- Intermediate to advanced computer use, including Microsoft Office programs and be able to quickly learn programs specific to the department/County.
- Communicate clearly in verbal and written format.
- Process money transactions efficiently and make correct change.
- Deal courteously and firmly with the public.
- Understand and execute written and verbal instructions.
- Maintain accurate records organized per department protocols, complete basic forms, and acquire knowledge of State Records Management requirements and Retention Schedules.
- Understand and abide by Solid Waste policies and regulations; explain policies and procedures to a diverse population**.**
- Maintain courteous and professional working relationships with other staff and outside agencies/businesses.
- Travel to various work sites to fill in for other employees, and be comfortable working alone in remote locations.

NECESSARY SPECIAL REQUIREMENTS

- Valid Washington State driver's license or ability to obtain one prior to employment.
- First Aid and CPR certified or ability to obtain certification within six (6) months of employment (employer provided).
- Hazardous Waste Screening Certification or ability to obtain certificate within six (6) months of employment (employer provided).
- Hepatitis B Vaccine or ability to obtain within six (6) months of employment (employer provided; request for vaccination waiver must be in writing).

PREFERRED QUALIFICATIONS

- Experience in operation of a computerized scale system.
- Knowledge of Solid Waste systems.

WORKING CONDITIONS

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to hazardous

materials and inclement weather, including temperature extremes, and windy/dusty conditions may occur. The position requires frequent interactions with customers; must maintain professionalism at all times and handle frequent interruptions. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, bend forward, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of traversing a variety of terrain. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have adequate hearing and speech to communicate clearly in person, over the telephone and by radio. Safety rules and regulations must be adhered to at all times; personal protective equipment must be worn when required for employee safety.

The scheduled working hours are Tuesday through Saturday with some variation. Regular attendance and punctuality are required.

Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Supplemental Exam Answers
5. Two Professional References and Two Personal References

SUPPLEMENTAL EXAM QUESTIONS

1. Please describe any experience you have had multi-tasking or working at multiple worksites in the same week.
2. Please describe any experience you have had operating scales.
3. This position will require experience in records management and attention to detail. Describe any past experience that has prepared you for this position.