

South Central Iowa Solid Waste Agency Poweshiek Transfer Station Part-time Scale Attendant

General:

The South Central Iowa Solid Waste Agency (SCISWA) is a four-county regional government responsible for solid waste management, including disposal, in Lucas, Marion, Monroe, and Poweshiek counties. The Agency has owned and operated a landfill in eastern Marion County since 1994 and the Poweshiek Transfer Station (PTS) on U.S. 6 north of Malcom since July 2004.

Hours:

The Transfer Station is open to the public 7:30 a.m. to 3:30 p.m. Monday through Friday and 8 a.m. to 11:30 a.m. on Saturdays.

The Scale Attendant will typically work 20 to 25 hours per week, including both weekdays and some Saturdays. On days worked, the scale operator will begin work approximately 15 minutes prior to regular business opening hours and end work approximately 15 minutes past regular business closing hours or as needed to complete customer transactions and close out the day's business.

Transfer Station Operations:

Job Overview

The PTS scale will be staffed by two (2) part-time scale attendants. The typical work schedule for each attendant will be starting on Thursdays and working until the following Wednesdays with no hours worked on Sundays. This is followed by the other part-time scale attendant working a similar schedule.

Tasks Including But Not Limited To

Operate office machines, including but not limited to, the scale, computer, and printer to weigh loads in and out and calculate customer fees. Collect fees or enter charges as appropriate.

Coordinate transfer of periodic (daily, weekly, monthly) data and reports with the Agency business manager.

Prepare daily deposits.

Serve as the Agency's customer service representative – working in person with customers, service providers, staff and others. Handle and distribute telephone calls to appropriate recipients. Doing so will require the individual to become familiar with the Agency's services as well as those available through other providers working within the Agency service area.

Keep the scale office clean and organized on a daily basis. Complete general cleaning in the office. Sweep and clean the common areas of the scale office each week prior to going off duty. Identify the need for and arrange to receive site supplies (office, shop, parts) either by accessing materials purchased through a centralized Agency purchasing effort or by direct purchase from a supplier.

Become certified to accept, sort, handle, and properly store household hazardous materials (HHM).

Become familiar with and help achieve compliance with state, federal, local, and Agency solid waste regulations.

Other duties as assigned.

Skills/Abilities/Traits:

Essential

Ability to interact well with the public, haulers, and staff.

Ability to read and complete basic mathematical calculations, including counting change.

Ability to work accurately and effectively under pressure.

Preferred

Previous computer operation experience.

Previous experience with scale and/or retail operations.