

Carroll County Government <u>Apply on-line</u>: www.carrollcountymd.gov Department of Human Resources 225 North Center Street <u>Westminster, Maryland</u> 21157 410-386-2129

## Employment Opportunity Weighmaster I

Bureau of Solid Waste Management – Northern Landfill

\$14.20 hourly salary (Grade C06)

40 hours weekly with full benefit package

(Requires Saturday and holiday hours at the Northern Landfill scale house - job duties include cash drawer balancing and some outside work)

# Apply By: Monday, July 8, 2019 @ 5:00 p.m.

## **GENERAL RESPONSIBILITIES**

Monitors the use of County Solid Waste Management Facility Gatehouse, in accordance with Federal, State, and local laws, under varied weather conditions.

ESSENTIAL TASKS include the following; other duties may be assigned

- 1. Weigh vehicles on computerized weigh system and collects tipping fee in accordance with established rates
- 2. Provide initial screening of inbound waste to identify material type and prohibit unacceptable waste types
- 3. Make change, cash checks, issue receipts to customers, and prepare bank deposit
- 4. Record amounts received, prepare reports of transactions, verify against cash on hand, and reconcile daily transactions
- 5. Answer inquiries for information, direct customers, and resolve complaints
- 6. Verify and correct information in computer data system
- 7. Perform related duties as to specific assignments
- 8. Any employee may be identified as Essential Personnel during emergency situations.
- 9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- 10. Communicate with manager, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### EDUCATION AND EXPERIENCE

- 1. High School diploma or general education degree (GED)
- 2. Two years related experience \*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

#### A Carroll County Government job application is required for this position <u>Apply on-line</u>: <u>www.carrollcountymd.gov</u>

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 6/13/19 (19-127)

#### Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.