

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>10/26/09</b>
<b>POSITION</b>	<b>SCALE/TIPPING FLOOR ATTENDANT</b>	<b>MIN. HOURLY WAGE</b>	<b>\$14.1839</b>
<b>DEPARTMENT</b>	<b>Utilities (34-02-534)</b>		
<b>JOB CODE</b>	<b>42265</b>	<b>GRADE</b>	<b>G21</b>

**PHYSICAL LOCATION:**

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Transfer Station Manager and/or the Utilities Manager and General Services Department Director.

**GENERAL FUNCTIONS:**

- Control the Weigh Station /Tipping Floor area, weighing /directing trucks as well as maintaining area.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Computer literate and keyboard/mouse proficient
- Able to read, write, speak and understand English in order to communicate with co-workers and supervisory staff.
- Able to work a forty (40) hour work week and mandatory overtime when necessary.
- Able to use and/or operate all equipment and materials as specified in this job description.
- Able to work in a physically strenuous job setting.
- Able to lift 50 lbs. to a height of 45 inches and carry it 50 yards.

**EQUIPMENT TO BE USED:**

- Front end loader, forklift, sweeper, bobcat, dump trucks, various hand and power tools, pumps, power washer, riding and hand lawn mower, weedwhacker. Also, a personal computer, calculator and Fairbanks Scales, both manual and electronic.

**ENVIRONMENT:**

- 50% outside all weather
- 50% inside - air conditioned
- Extreme heat, heights, fumes with airborne particles, toxic or caustic chemicals and the risk of electrical shock are present as well as loud noise. Safety equipment and materials are always provided.

**PHYSICAL REQUIREMENTS:**

- Varied amounts of time are spent standing, walking, sitting, talking, using hands and fingers to handle and feel, climbing or balancing, stooping, kneeling, crouching, crawling, reaching from a standing position, sometimes working in small confined spaces. It is expected you should be able to lift 50 pounds without assistance to a height of at least 45 inches and carry it 50 yards. All types of vision are necessary, close, distance, color, peripheral, depth perception and focusing.

**DUTIES/TASKS/JOBS:**

- Greet, direct citizens as necessary, answering questions concerning the dumping of solid waste or directing to Administrative Assisting or Shift Supervisor as needed. Promoting a harmonious and mutually beneficial relationship between the Utilities Department and the citizens of Key West.
- Weigh trucks on manual /computerized scale, entering information on either a manual ticket or computer.
- Inspect trucks for hazardous waste and/or mixed load.
- Calculate and charge customers the dumping fees, maintaining petty cash, and balancing on a daily basis.
- Direct trucks to area of unloading, watching random trucks unload safely and for unloading violations.
- Assist drivers to unload when necessary.
- Push garbage with loader or bobcat to keep tipping floor area clean and safe.
- Power wash tipping floor, walls, loader, drain, road, scale, and scale area.
- Paint railings, scale, safety markings, hydrants and tipping floor walls.
- Maintain grassy area around tipping floor and roadway using mower, weedwhacker, as well as trimming plants, sweeping and washing areas.
- Pump and maintain drains, tipping floor and scale.
- Assist Industrial Technician or Shift Supervisors as necessary and when possible.
- Must inspect, on a daily basis, all heavy equipment used (loader, etc.) for fluids and possible problems, greasing weekly, and notifying the Industrial Technician Supervisor of any possible problems.
- Assist in the security of City property.
- General housekeeping as needed.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- High school diploma or equivalent.
- Basic knowledge of personal computers is required.
- Must know or have the ability to learn quickly, a 10 key calculator, beam scale, and how to operate heavy equipment.
- Ability to operate a motor vehicle.
- Must know or have the ability to learn quickly, industrial (OSHA) and vehicle safety procedures.
- 3 years experience with cash handling.
- 12 months experience with personal computers.
- High school diploma or equivalent.
- Valid Florida operator's license.
- 2 years experience operating heavy equipment in an industrial environment.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN  
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1<sup>st</sup> floor  
Key West FL 33040  
Telephone: (305) 809-3714**

**Rev: 10/09 gr-loc**