



City of St. Robert, Missouri  
194 Eastlawn Ave., Suite A  
St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

573-451-2000  
(Extension 1112)  
573-336-5714 (fax)

## **Job Description Weigh Scale Clerk**

**Position Open Date:** August 3, 2017

**Position Close Date:** Open until filled

**Classification:** Full-Time

**FLSA Status:** Non-Exempt

**Number of Positions:** 1

Please submit a resume and a City of Saint Robert application which can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application may be uploaded on-line at [www.saintrobert.com](http://www.saintrobert.com), mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (636) 216-3368. Please visit [www.saintrobert.com](http://www.saintrobert.com) for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com). The City of St. Robert is an equal opportunity employer.

### **GENERAL PURPOSE OF POSITION:**

The purpose of this position is to perform administrative, household hazardous waste, facility duties for the City of Saint Robert Transfer Station, Recycling Center, and Household Hazardous Waste Collection Point.

### **Major Duties and Responsibilities:**

#### Administrative Duties:

- Answers the telephone
- Operates the weight station scale
- Greets and assists the public in a friendly manner providing quality customer service
- Provides information to the public regarding disposal of Electronic items, Household Hazardous Waste and recycling items
- Oversees the operation of the Document Shredding Program
- Enters information into computer program on a daily basis
- Prepares daily deposit
- Balances and handles cash drawer on a daily basis

- Checks mail
- Completes payroll paperwork in the absence of the Facility Manager
- Prepares customer charge account invoices for billing
- Compiles and mail billing on a monthly basis
- Receives, annotates, and processes payments
- Maintains ledger for all accounts
- Order supplies for the Transfer Station when necessary
- Prepares monthly and yearly reports as requested

Facility Duties:

- Assists with emptying, tarping and spotting
- Assists with washing floor and cleaning of the pit
- Picks up paper as needed surrounding the Transfer Station
- Schedules maintenance for loader and tractor
- Cleans equipment as needed

Household Hazardous Waste Duties: (Preferred, but will train)

- Inventory customer material
- Order Safety Equipment
- Maintain files regarding Household Hazardous Waste

Perform other duties as directed

**JOB CONTEXT:**

The Weigh Scale Clerk is a full-time, permanent position in the Transfer Station Department. The immediate supervisor for this position is the Facility Manager. The person in this position is supervised weekly, primarily for reporting purposes. The person in this position works regular hours, year-around, rarely working overtime except for the day after the department has been closed, such as for holidays. There is no night or shift work associated with this position. Work is performed indoors 60% of the time and outdoors 40% of the time. The Weigh Scale Clerk is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is exposure to chemicals and/or hazardous materials in the form of exhaust, aerosol cans, trash, hospital needles, motor oil, paint, and car batteries. The stress level associated with this position is average. Physical work consists of, but is not limited to, sitting for a few hours at a time, climbing, bending, carrying, walking around obstacles, and lifting.

**LICENSES AND CERTIFICATIONS:**

The person in this position must have a valid driver's license.

**EDUCATION AND EXPERIENCE:**

The person in this position must have a high school diploma or equivalent, must be computer literate, to include Microsoft Office products and customer service orientated, one year of experience is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

## Knowledge

- Recycling procedures
- Weights and measures
- Bookkeeping/Bills and Accounts Receivable
- Computer operating particularly Microsoft Suite Programs
- Computer software
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government.

## Skills and Abilities

- Operate a computer
- Perform maintenance procedures
- Perform basic mathematical operations
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.