

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Scale Operator**

**Department: Public Works**

**Pay Grade: GS.03**

**Supervision Received From: Manager Sanitation**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established Date: 5/18/17**

**Revision Dates: 4/4/25;**

**10/20/23; 10/06/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification operate computerized scales for the purpose of weighing waste delivered to the City's landfill, wood and brush to the City's recycling site, as well as chemicals and biosolids to and from the City's wastewater treatment plant. Work is semi-routine and standardized, with some latitude for independent judgment concerning choices of action. Work is performed with moderate supervision.

**SERIES LEVEL:** The Scale Operator is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Receives, brush, trees, leaves, grass clippings, and directs visitors to proper dumpsite/location; controls access to the facility.

Weighs trucks on computerized scales to determine the accurate tonnage of incoming and outgoing material; Inspects material on all incoming trucks and communicates with customers to determine method of payment (city residents are confirmed by address).

Coordinates with co-worker where the area needs to be loaded for outgoing product. Ensures that outgoing material loads do not exceed weight limits.

Performs computer data entry and deletion to ensure correct information is collected to process daily monthly and annual reports.

Inspects Collects checks, credit card payments and/or money orders for waste disposal and recycling fees; signs and processes receipt tickets.

Completes forms, generates reports, and maintains files on and recycling operations at the wood recycle center.

Coordinates and handles daily operations for the company on contract with the city for mulching brush.

Responds to citizens' general information inquiries, to include applicable fees, and facility hours. Assists with training of new personnel.

May be required to work overtime during emergencies. May direct traffic during emergency situations.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and one (1) year of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education. Examples of relevant experience include landfill/recycling industry site weighing activities or working with computer transaction-tracking software.

**LICENSING AND CERTIFICATIONS:** Valid Driver's License. May be required to be bonded.

#### SUPPLEMENTAL INFORMATION:

#### KNOWLEDGE & SKILLS:

Knowledge of customer service principles and practices; modern office procedures, methods and equipment; basic report preparation and record-keeping techniques and principles.

Skill in communicating effectively with the general public, coworkers, and supervisors, sufficient to exchange or convey information and to receive work direction; reading and interpreting maps; using computers and related software applications.

Ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan, to include judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines; ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards; ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions; ability to perform addition, subtraction, multiplication, and division; ability to carry

out instructions furnished in written, oral, or diagrammatic form; ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**PHYSICAL DEMANDS:** Positions in this class typically require standing, climbing and balancing, stopping, crouching, crawling, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:** Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, machinery, toxic agents, or pathogenic substances.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.