

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505) 424-1850 Fax (505) 424-1839 www.sfswma.org

Recruitment Announcement # SFSWMA 2013-005

POSITION TITLE: SCALEHOUSE SUPERVISOR
SALARY RANGE: \$22.85 - \$36.55
FLSA/UNION STATUS: NOT COVERED / NOT COVERED
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: 04/08/2013 – Open Until Filled
SUPERVISOR: EXECUTIVE DIRECTOR
WORK LOCATION: CAJA DEL RIO LANDFILL

PURPOSE: The purpose of the position is to provide supervisory oversight of the Agency's cash handling and scalehouse operations at the Caja del Rio Landfill and Buckman Road Recycling and Transfer Station; to ensure compliance with all applicable laws, environmental regulations and standards of safety; and to perform administrative and other supervisory work as required. This position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings

JOB DUTIES AND RESPONSIBILITIES: (The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.)

1. Responsible for the day-to-day cash handling and scalehouse operations at the Caja del Rio Landfill and Buckman Road Recycling and Transfer Station.
2. Assigns, supervises, and reviews the work of subordinates (scalemasters) in cashiering functions and customer service.
3. Monitors the accuracy of subordinates work in the use of WasteWorks ticketing program and operation of computerized scale in accordance with established operating procedures.
4. Responsible for manual weight entries and voided transactions; verifies daily closings between batch reports and bank deposits; and monitors the cash overage and shortage reports and investigates the reasons behind any discrepancies.
5. Responsible for ensuring internal controls over cash handling operations are followed.
6. Prepares work schedules to ensure adequate coverage for all work shifts. Functions as a scalemaster in the absence of such.
7. Maintains accurate and complete records of BOL's, manifests, and random waste screenings.
8. Establishes and maintains customer and vehicle information in WasteWorks; issues vehicle tags.
9. Develops and implements scalehouse operational and fiscal policies and procedures.
10. Responsible for scale maintenance and calibration; maintains state required scale inspection reports.
11. Assists with customer billing; oversees the Free Disposal Program.
12. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, guidance and assistance as needed.
13. Prepares employee performance reviews for subordinates.
14. Directs the work of the Agency's security firm; responds to security problems after hours.
15. Oversees the work of subordinates for building and ground maintenance; responsible for litter patrol at the Agency's facilities.
16. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility, including complex / difficult customer inquiries and complaints related to cash handling and scalehouse operations.
17. Maintains accurate and up-to-date work records and prepares operations / administrative reports as required; runs custom reports upon requests.
18. Prepares for Solid Waste Joint Powers Board and staff meetings; posts meeting dates and schedules rooms for meetings; assists in the preparation of meeting packets; ensures meeting minutes are filed with appropriate governmental entities.
19. Assists the Executive Director with other administrative duties as assigned including, but not limited to, budget preparation and administration, procurement, customer relations, long-range planning and public education activities

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent, supplemented by college-level coursework in accounting, business administration or closely related field. Requires a minimum of five (5) years of progressively responsible cashiering, general office, or clerical experience, three years of customer service or public contact experience, three years of supervisory experience, and ability to meet job-related skill levels required by this position within one year of hire date (training provided). Equivalent combinations of education and experience may be considered.

Certification/Licensure/Registrations: Must possess a valid New Mexico Driver's License, and possess a NMED Transfer Station Operator Certification and NMED Landfill Operator Certification or attain within six (6) months of hire. First Aid and CPR certifications are desirable.

Special Requirements: Must have and be reachable by an Agency assigned cell phone or be available by an equally effective means of communication as approved by the Executive Director.

Knowledge/Skills/Abilities: Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency. Requires reading journals, manuals and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style. Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

WORKING CONDITIONS

Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

The job may risk exposure to known environmental hazards. The job requires normal visual acuity and field of vision, hearing and speaking ability.

HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR HIGH SCHOOL DIPLOMA OR GED AND DRIVER'S LICENSE MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED.

EEO/AA