

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850

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www.sfswma.org

Recruitment Announcement # 2025-05

POSITION TITLE: SCALEMASTER
SALARY RANGE: \$22.49 - \$32.60
FLSA/UNION STATUS: Covered/Covered
POSITION STATUS: Classified Full-Time
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Scalemaster Supervisor
WORK LOCATION: Caja del Rio Landfill

PURPOSE The position weighs vehicles using a scale ticketing program, analyzes vehicle weights to determine correct pricing information, and communicates effectively with customers in various conditions that include wind, dust, heat, cold, and exposure to traffic, unpleasant odors and extreme noise levels. The position is under the general supervision of the Scalemaster Supervisor.

JOB DUTIES AND RESPONSIBILITIES

The Scalemaster:

1. Communicates and interacts with customers.
2. Weighs customer vehicles on scales to charge appropriate tipping fees using a Waste Works ticketing program.
3. Enters correct information in Waste Works, including customer account number, vehicle ID, material code, grid, scale weights, job reference, comments, and payment method.
4. Maintains cash drawer; counts and balances cash, checks, and credit card transactions at the end of each day; performs daily batch closes; prepares bank deposits and daily reports.
5. Performs random waste screening inspections; directs randomly selected vehicles to inspectors.
6. Keeps track of special waste manifests.
7. Opens and closes scales at assigned times.
8. Covers scalemaster shifts at the transfer station when assigned; completes bill of lading and tire manifests.
9. Records weather data.
10. Performs general clerical work as required, including but not limited to preparing daily reports and records, scanning scale tickets and daily reports, copying and filing documents, answering the telephone, entering and retrieving computer data, etc.
11. Receives and responds to inquiries, concerns, complaints, and requests for assistance from customers, departments, and outside agencies as appropriate.
12. Maintains a safe and clean work environment.
13. Follows all health and safety procedures.
14. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and standards of quality and safety.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent. Requires two (2) years of experience in cashing, bookkeeping, accounting, or related field demonstrating basic math and organizational skills.

Certification/Licensure/Registrations: Requires a New Mexico Class D driver's license. Requires an NMED Landfill Operator certification, or obtain within six (6) months of hire. Requires an NMDA Deputy Weighmaster license or obtain within six (6) months of hire. Requires First Aid and CPR certifications within one (1) year of hire.

Special Conditions: Must pass a drug and alcohol screening prior to employment.

Knowledge/Skills/Abilities: Requires computer skills in working with Microsoft Windows applications – Word, Excel, Outlook.

Excellent communication and customer service skills.

Strong attention to detail and accuracy.

Ability to work independently in a team environment.

Ability to communicate with others in a manner consistent with the essential job functions.

Communication in both English and Spanish is desirable.

Requires using scanners and copiers for filing and recordkeeping.

Ability to use a two-way radio.

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 machines.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, and toxic/caustic chemicals.

HOW TO APPLY

Submit employment applications to:

Human Resources Officer
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506-8342

Resumes will not be accepted in place of the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.