

## INTERNAL Recruitment Notice

### Solid Waste Scale Operator

Department: Public Works - Solid Waste

Salary Range \$16.1294/hr + excellent benefit package

Position closes 5:00 pm MST, August 31, 2011

#### **The Position**

Under general supervision, to perform a variety of tasks in support of the organizational unit to which assigned; to provide scale operation, data entry and bookkeeping support; and to provide general information and assistance to staff and the public.

#### **Work Schedule**

Sunday thru Thursday, days.

#### **Supervision Exercised**

Provides indirect supervision over scale/tipping and seasonal scale operators.

#### **Important and Essential Duties**

Perform a wide variety of detailed clerical work including maintaining records, logs, and files, recording and verifying accuracy of receipts and information.

Set up and maintain new commercial accounts.

Perform a variety of routine bookkeeping duties, including posting of prepared data, daily deposits and verification of receipts.

Operate truck scale in providing gross and tare weights of vehicles and materials entering and exiting the City Transfer Station.

Compile information and data for reports; checks and tabulates data.

Prepare, verify, and review receipts and reports for completeness and conformance with established regulations, policies, and procedures as well as completing a variety of forms.

Provide information and forms to the staff and the public; collect and process appropriate information and applies departmental and program policies and procedures in determining completeness of applications, records, and files. Collect and account for money.

Receive calls, customers and visitors and responds to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Establish and maintain a complete set of record keeping and filing system, including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information.

Evaluates and makes recommendations on solid waste programs and operational issues as they relate to the scale operation.

Works closely with administration and IT department to evaluate software and make recommendations on applicable policies and procedures;

Maintain financial records including the processing of invoices and monitoring of account balances.

Utilize two-way radio to communicate with and dispatch drivers.

Provide training to seasonal and temporary employees about scale operations.

Prepare summaries and reports as assigned.



#### **About the City of Helena and its government**

Helena is located in the heart of the Rocky Mountains of Western Montana. It has an estimated population of nearly 29,000 people. Helena has been the state capital of Montana since 1894.

Helena was incorporated in March 1881 and adopted a charter form of government in 1977. One Mayor and 4 commission members are elected to four-year terms.

The city provides a full range of municipal services to its citizens including police, fire, parks and recreation, street maintenance, planning and zoning, transit, water, sewer, storm-water, code enforcement, engineering, sanitary services and administrative services.

The City of Helena will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, or any other non-merit factor. The City of Helena is a Drug-Free Workplace.

## **Candidate Profile**

### Knowledge of:

- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Principles and practices used in dealing with the public.

### Skill to:

- Operate modern office equipment including computer equipment.
- Utilize spread-sheet and data base applications.
- Operate a two-way radio system.
- Type and enter data a speed necessary for successful job performance.

### Ability to:

- Work with a variety of software programs in order to facilitate departmental goals.
- Learn the procedures and functions of assigned position.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Perform general clerical work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the scale, transfer station, and City as necessary to assume assigned responsibilities.
- Respond to inquiries and requests for information regarding policies and procedures.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Research, collect, compile, and analyze information and data.
- Perform accurate mathematical computations.
- Learn city streets, addresses and boundaries as needed to successfully perform the duties of the position.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

## **Special Requirements & Physical Demands**

### Special Requirements:

- Subject to criminal background check.

### Physical Demands/Work Environment:

- Ability to work in a standard office environment, ability to work in a fast paced, stressful environment.

## **Minimum experience and training qualifications**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### Experience & Training:

- Minimum of high school graduation or equivalent. Two years of clerical and office experience involving public contact.

## **How to Apply**

If you meet the minimum requirements specified and have the knowledge, skills and abilities pertinent to this position, applications are available online at [www.ci.helena.mt.us](http://www.ci.helena.mt.us), click Jobs/Employment link on left side of page, then the How to Apply link or outside the HR office at the address below. A City Application, Cover Letter and Resume should be submitted when applying for this position. All application materials must be received by 5:00 p.m. MST, 08/31/11.