

Preserving the environment through integrated recovery and disposal.

The Oneida-Herkimer Solid Waste Authority has a vacancy and is accepting applications for the following full-time position:

**Weigh Scale Operator (Trainee)**

Work schedule and facility location (Utica; Rome; Boonville) will vary.

**Shift start time could begin at 5:00 AM. All scale operations close by 4:30 PM.**

**This position will require some Saturday/Overtime hours.**

**Wage Range: \$16.69 - \$20.87 per hour**

**Overtime Range: \$25.04 - \$31.31 per hour**

**\*\*\*Excellent Benefits Package\*\*\***

The Weigh Scale Operator (Trainee) is a competitive position under Civil Service. An individual appointed to this position is considered Provisional. A Provisional Employee has no status or rights to employment. To become a permanent employee, the individual must take a Civil Service examination when it is offered, pass the examination, and be reachable on the Certified Eligible List that results from the civil service examination.

Weigh Scale Operator Trainee appointments are for a period of six (6) months; following which incumbents with satisfactory ratings, and who have obtained their NYS Weighmaster License will be advanced to the title of Weigh Scale Operator without further examination.

Please refer to the attached Job Description for description of typical work activities and experience requirements.

**Interested individuals should Email a completed Employment Application to:**

Hailey Hutchinson, Account Clerk at [haileyh@ohswa.org](mailto:haileyh@ohswa.org)

or Mail to: Oneida-Herkimer Solid Waste Authority  
Attn: Hailey Hutchinson, Account Clerk  
1600 Genesee St., Utica, NY 13502

Applications must be received **April 28, 2023**, to receive consideration.

*Note: Position placement contingent upon pre-employment drug and alcohol screening.*

*- Equal Opportunity Employer -*

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**GET SOCIAL WITH THE AUTHORITY:**



Civil Division: Oneida-Herkimer Solid Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Revised: 04/16/13

### **WEIGH SCALE OPERATOR TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This trainee-level position exists in the Oneida-Herkimer Solid Waste Management Authority, and involves responsibility to train in the operation of a computerized weigh scale device, to weigh trucks entering the facility and activities related to the weighing tasks. The work is performed under general supervision of a Principal Accounting Supervisor and under direct supervision of a Senior Weigh Scale Operator, or other management personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Trains in the operation of self-calculating, computerized scale/accounting system, for trucks incoming and outgoing through Authority facilities;  
Determines type of refuse of such material and, when necessary, partakes in cash transactions;  
Notifies various tipping floor personnel of incoming goods through use of two-way radio or other communication device;  
Directs traffic verbally and through use of traffic signals;  
Communicates with haulers and public, in regard to where to dispose of material;  
Notifies haulers of any procedural changes;  
Calculates daily totals for each waste class type, for material received and shipped out;  
Keeps weighing area clean and orderly;  
Issues computer scale receipts to truck drivers for material received under contract;  
Continually checks weight of trucks by computerized scale;  
Weighs and records weights of solid waste and recyclables deposited for processing;  
Reports outgoing load contents as needed to management to insure proper paperwork.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to learn the operation of large vehicle weighing devices; ability to learn to read truck numbers and accurately weigh and record tonnage; ability to learn to distinguish between various categories of waste (i.e., refuse, recyclables, construction and demolition debris, incinerator residue, green waste and sludges); ability to read, understand and utilize simple charts; ability to sort simple records; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to operate an alpha-numeric keyboard on a personal computer; ability to communicate effectively, both orally and in writing; accuracy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Trainee appointments are for a period of six (6) months; following which incumbents receiving satisfactory ratings, and who have obtained their NYS Weighmaster License will be advanced to the title of Weigh Scale Operator without further examination.

Adopted: 06/02/95  
Revised: 10/24/97, 02/10/06, 04/16/13