

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004321
Grade 13**

REFUSE DISPOSAL CASHIER

DEFINITION OF CLASS:

This work involves operating scales at the Transfer Station to verify weights of trucks bringing recyclables or refuse for disposal, and calculating and collecting fees for dumping privileges. Contacts are primarily with employees in the immediate work area for the purpose exchanging information. Employees provide assistance to customers and the public on a continuing but short-term basis, answering questions and imparting regulations concerning the use of the Transfer Station facility (i.e., appropriate materials, hours of operation, and proper location to deposit materials) and calculating, charging and collecting required fees and charges.

An employee in this class is responsible for operating an automated weigh station; explaining to drivers' laws and regulations governing dumping; weighing vehicles; calculating costs and collecting fees; and keeping accurate records of all transactions. The recurring weighing procedure is performed by employee without close supervision, but problems and unusual situations are referred to a supervisor for resolution. Work is reviewed in progress and upon completion by a higher level supervisor for accuracy and conformance with standard procedures. Specific written guidelines regarding solid waste disposal and safety standards are available and followed closely (e.g., Federal, State and County regulations as well as County operating procedures). The complexity of the work involves companies with multiple accounts; care must be taken to charge truck fees to the proper accounts. In addition, many citizens do not know the weight of their vehicles (empty) and employee must have knowledge of truck weight and hauling potential to predict the weight and the cost to dump before the load is dumped in order to determine if the driver has enough money to cover the fee. The impact of the work performed by incumbents in this class is that it affects traffic flow to the dumping station (employees may occasionally direct traffic if there is a backup) and provides the revenue collection function for the Transfer Station operation. The work requires light physical effort, as an employee spends long periods of time standing to perform assigned duties. In the course of performing the work there is exposure to temperature extremes, adverse weather conditions, dust, noxious odors and noise generated by large commercial vehicles. The occasional hazards include working in close proximity to large vehicles, unpredictable or aggressive behavior by the general public and potential exposure to hazardous materials.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operates electronic scales to determine net weight of refuse brought to the Transfer Station.
- Enters necessary data about trucks into the computer through a display terminal.
- Prepares charge ticket for each vehicle indicating relevant fee data and issues receipt to hauler.
- Collects fees in cash or coupons and makes change as necessary.
- Charges fees to established accounts after verifying that trucks have proper authority to use a particular account.
- Provides information to the public and refuse companies on fees, hours of operation, and materials

acceptable for disposal.

- Operates cash register, calculator, charge card machine and other standard business machines.
- Maintains daily records of all transactions and activities related to the scale operation, including monies received, charge transactions, coupons sold/received and weights of refuse received.
- Sells coupons and posts the amount sold and serial number in ledger books.
- May direct traffic on the Transfer Station grounds in the event of vehicular congestion.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation of cash registers, personal computers and other standard business machines.
- Ability to rapidly acquire knowledge of laws and regulations pertaining to the refuse disposal operation.
- Ability to make cash transactions rapidly and accurately.
- Ability to compile data and make accurate mathematical computations in order to maintain complete and accurate sales records.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to attend meetings or perform work at locations outside the office when necessary.

MINIMUM QUALIFICATIONS:

Experience: Six (6) months of experience in a cashiering capacity.

Education: Ability to read and write in English and perform mathematical computations germane to the work.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: August 1971

Revised: April 1980

July 1987

Classification Study: July 1995 (M)

Classification Study: December 2001 (M)*

August 2013

October 2014

Formerly Titled: "Refuse Disposal Cashier I"*