## City of Rapid City
### Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Landfill Scale Coordinator</th>
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<tbody>
<tr>
<td><strong>Job Code:</strong></td>
<td>LSCO</td>
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<tr>
<td><strong>Job Family:</strong></td>
<td></td>
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<tr>
<td><strong>Pay Grade:</strong></td>
<td>AU04</td>
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<tr>
<td><strong>Date Revised:</strong></td>
<td>1/11/2022</td>
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<tr>
<td><strong>FLSA Status:</strong></td>
<td>Non-Exempt</td>
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</tbody>
</table>

**General Summary**: This position provides coordination of daily landfill scale operations and administrative assistance to the Landfill Supervisor.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs and coordinates daily landfill scale staff and operations, to include but not limited to training, scheduling, equipment, facilities, and grounds.
- Analyzes, evaluates, determines and communicates landfill scale rates and fees in accordance with published rate schedule.
- Ensures compliance with all legal requirements pertaining to local, state, and federal regulations related to municipal solid waste.
- Keeps Solid Waste management staff fully informed of all problems or matters requiring their attention.
- Provides full accounting support for the landfill scale operations, to include but not limited to payroll, accounts receivable, accounts payable, daily transactions, deposits, no-charge transactions, proper disposal of special wastes by coordinating and connection manifest, ticket transactions, reports, and spreadsheets.
- Inspects, audits, and documents all landfill scale activities, to include but not limited to tare weights, alternative cover loads, random loads, transactions, material charges, video and audio records, ticket editing, and periodic load inspections.
- Prepares and distributes landfill scale reports, to include but not limited to statistical reports, cash and billing summary reports, and daily account information reports.
- Works closely with Finance departments relating to landfill scale billing and accounting processes, practices, and procedures.
- Creates and maintains customer accounts.
- Works directly with public, responds to customer inquiries, provides information related to proper procedures of landfill scale operations, enforces ordinances, and facilitate safety rules.
- Coordinates delinquent customer accounts to follow proper corrections, shut-off, and reconnection procedures.
- Performs various administrative tasks, to include but not limited to inventory, repairs and maintenance of facility and grounds, and maintaining of accurate records and filing system.
- Operates as backup to Landfill Scale Attendant when staff shortages occur.

**Qualifications:**
High school diploma or general education degree (GED). Must possess a valid South Dakota driver’s license and a minimum of two years on-the-job experience in related areas.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk and taste or smell. The employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.