

Blue Ridge Resource Authority Part-Time Scale Attendant

Status: Part-Time	Pay Grade: 7
Supervisor: Director	FLSA Status: Non-Exempt
Essential Personnel Class: Essential	Revision Date: August 2025

General Definition of Work

Performs intermediate skilled administrative support work operating computerized scale, weighing incoming trucks, directing to proper area, issuing receipts, collecting fees, inspecting loads, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the regular supervision of the Authority's Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Stops and weighs all vehicles entering and leaving landfill.

Determines origin and type of incoming refuse by physical inspection; refuses service for regulation violations and vehicles from outside the jurisdiction of the BRRA.

Performs general administrative and clerical duties as requested by management.

Balances cash drawer daily; collects fees and payments on accounts.

Maintains records and files.

Prepares various daily/weekly/monthly/yearly reports and other types of documents.

Assists public with questions and complaints; answers telephone.

Knowledge, Skills and Abilities

General knowledge of common types of solid waste authorized for disposal; general knowledge of prohibited and/or hazardous wastes; general knowledge in the use of standard office equipment, computer and associated software; general knowledge in preparing various reports and other types of correspondence; ability to make arithmetic computations; ability to meet with and communicate effectively with the general public and authorized users of solid waste disposal facilities; ability to operate a vehicle weigh scale; ability to enter data in a computerized records and billing system; ability to maintain facility and customer account records; ability to conduct inspections of vehicles to prevent the disposal of unauthorized and/or hazardous wastes; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Moderate experience in office work involving customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires walking, sitting, speaking or hearing, pushing or pulling and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.