Weighmaster

Department: Resource Management Services

Revised: 2025

DESCRIPTION

This position weighs and records the incoming and outgoing vehicles at the Resource Management Services facilities. Work involves greeting the public, data entry in a computerized scale system, daily balancing of sales, etc. Position also assists in accounts payable functions including the proper entry of purchase orders, requisitions, matching of packing slips with invoices, etc. in a businesslike fashion according to written procedures. This position is responsible for coding invoices to the proper General Ledger accounts and sub-accounts, on internal accounting software and matching to County accounts. Work is performed under general supervision of Business Coordinator.

SPECIFIC DUTIES

- Determines information from customer for computer input relating to customer names, waste type, County, municipality source, manifests, and other DEP mandated information.
- Directs customers to the proper dumping area (primary dump site, self-dump, recycling, asbestos site, wood waste site, tire pile, etc.).
- Tabulates reports at end of shift and corrects any errors, according to approved procedures.
- Codes and processes invoices for payment, taking available discounts according to County policy.
- Insures correct departmental and County requisitioning and purchasing procedures are followed.
- Balances cash drawer at end of shift.
- Prepares daily bank deposit and places in safe.
- Monitors base radio.
- Ensures all customers are provided with radios for necessary instructions and communications with the LCRMS Facility as well as ensuring radios are returned by the customers to the scale house.
- Instructs customers on proper safety etiquette including providing customers with high visibility vests which allow for increased customer safety.
- Receives, screens and routes telephone calls. Answers or refers inquiries or requests for information from other agencies and the public.
- Weighs and stickers trucks and roll-off containers for identification and DEP Waste Authorizations purposes.
- Other clerical work as assigned.
- Position is responsible for following rules established by Weights & Measures, DEP requirements including Act 90, and County policy in regard to collection of weights, customer information, hauler information, vehicle identification, and any and all regulatory changes that are in effect or may occur.

- This position will be included in the weighmaster rotation for Saturday coverage. Saturday hours required would be from 6:45am to 12:30pm. The current rotation would require this position to work approximately one Saturday every 3rd week, however may be subject to change as needs or schedules change.
- Position is the front line for LCRMS with customers
- Enter journal entries in Soloman as needed.
- Responsible for answering any questions from LCRMS website inquiries
- Receives, screens and routes telephone calls. Answers or refers inquiries or requests for information from other agencies and the public.
- Responsible for entering stickers on PC scale and update carriers

SUPERVISORY RESPONSIBILITIES
None

WORKING CONDITIONS
Indoor operating electronic truck scales. Individual is exposed to the outside by an open window during transaction of weigh slip signing. Work is performed in normal office conditions in a landfill environment.

JOB REQUIREMENTS
- Fully qualified requirements include a high school diploma,
- Ability to effectively operate personal computer, typewriter, FAX machine, and other general office equipment.
- Effective writing and interpersonal skills necessary to interact with employees, customers, supply and equipment vendors, etc.
- Employee must be able to be bonded.
- Public Weighmaster license from the Pennsylvania Bureau of Weights and Measures or the ability to secure a license.
- Ability to follow instructions with minimal supervision.
- Ability to construct charts and data for landfill records.
- Ability to read a map.
- Knowledge of the County Code of Pennsylvania regarding the laws governing procurement of goods, services and competition in contracting.
- Knowledgeable of the Lycoming County purchasing control system.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify **Esta Organizacion Participa en E-Verify**