



# WASHINGTON TOWNSHIP

13013 Welty Road, Waynesboro, PA 17268  
717-762-3128 | Fax: 717-762-1775

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## JOB DESCRIPTION

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### **SCALE OPERATOR** **Assistant Transfer Station Operator** **PART-TIME**

**Responsible to:** Transfer Station Operator

**Definition of Job:** To operate the scale house at the Washington Township Transfer Station. To learn to perform all the duties of the transfer station operator.

#### **DUTIES AND RESPONSIBILITIES:**

1. Scale House:
  - A. To operate the scale house and provide proper weights for customers.
2. Assist with Transfer Station Operations:
  - A. Assist customers with their loads as required.
  - B. Determine proper fees for the different types and amounts of refuse.
  - C. Be responsible for the collection of those fees when the operator is not available.
  - D. Assist with the appliances and equipment dismantling.
3. Equipment Operations:
  - A. Learn the operations and operate all hydraulic equipment at the station.
  - B. Learn to operate such accessory equipment that may from time to time be necessary for the proper operation of the station.
  - C. Pennsylvania Driver's License required.
4. Perform all other duties of the transfer station operation in the event of the temporary absence of the transfer station operator.
5. Be responsible for maintaining the grounds around the transfer station.
6. Provide quick and courteous assistance as necessary to each customer. Help direct traffic when needed.
7. Perform all other duties as directed by the transfer station operator or the Township Manager.

#### **QUALIFICATIONS:**

1. Applicant must be 18 years of age or older.
2. Applicant must be able to perform the essential duties.

**ADDITIONAL INFORMATION:**

1. Hours/Days of Employment. This position is a part-time position with flexible hours. Schedule will be set with the transfer station operator.
2. Benefits. The township will provide Workers Comp, Unemployment Compensation, and Social Security benefits.

**ESSENTIAL DUTIES:**

1. Applicant must be able to lift a minimum of 50 pounds.
2. The applicant must be able to read the scale and complete the appropriate math to provide the correct weights for each customer.
3. Applicant must have a valid driver's license.

**I have reviewed the above list of essential duties for this position and believe that (check one)**

\_\_\_\_\_ I can fully perform all duties without accommodation.

\_\_\_\_\_ I can fully perform all duties but only with the following accommodations

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I cannot fully perform all the duties even with accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

WASHINGTON  
TOWNSHIP



1779

13013 WELTY ROAD  
WAYNESBORO, PA

—  **EMPLOYMENT APPLICATION**  —

**Assistant to Transfer Station Operator**

APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Days/Hours Available: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, are you authorized to work in the United States?  Yes  No

Are you over the age of 18?  Yes  No *\*If under 18, verification of minimum legal age is required.*

Have you been convicted or plead no contest to a felony within the last five years?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been involuntary terminated or asked to resign from a position?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you worked for this Company before?  Yes  No

Do you have a driver's license?  Yes  No If yes, license #? \_\_\_\_\_

Do you have relatives and/or friends working for the Company?  Yes  No

If yes, please list: \_\_\_\_\_

How did you learn about this position: \_\_\_\_\_

EDUCATION

<u>School Name</u>	<u>Address (City, State)</u>	<u>Degree Received</u>	<u>Major/Minor</u>

## EMPLOYMENT HISTORY

<u>Employer/Address</u>	<u>Position</u>	<u>Dates Worked</u>	<u>Reason for Leaving</u>

## SKILLS/CERTIFICATIONS

Please list any technical skills, certifications or any other skills relevant to the position you are applying for:

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## PROFESSIONAL REFERENCES

Please list three professional references (do not include relatives or friends):

<u>Name</u>	<u>Current Employer/Position</u>	<u>Phone/Email</u>	<u>Relationship</u>

## APPLICANT STATEMENT

I certify that the answers provided are true and complete to the best of my knowledge. With my signature below, I authorize investigation of all statements made as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of 90 days. Any applicant wishing to be considered for employment beyond this time period should resubmit an application.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Company is "at will", and the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application and/or interview may result in termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Reviewed \_\_\_\_\_ Interviewed \_\_\_\_\_ Hired \_\_\_\_\_ Starting Date & Wage \_\_\_\_\_