

SECRETARY/WEIGHMASTER

The purpose of this Job Description is to outline the responsibilities of the Secretary/ Weighmaster, to define the areas of review to be covered during a performance evaluation and to list the minimum requirements for filling this position.

RESPONSIBILITIES

In summary the Secretary/ Weighmaster shall report to the Financial Manager and/or Operations Manager as the source of instruction, perform secretarial, clerical tasks and receptionist duties at the NTSWA Central Office, and shall assist in the Scale house as needed and/ or assigned. It is intended that there will be some overlap of jobs within the Central Office.

SPECIFIC DUTIES

The responsibilities of the Secretary include but are not limited to the following:

1. Handle Central Office and site specific telephone calls.
2. Assist with Dispatching as needed.
3. Assist the Accounting Department as needed.
4. Maintain Central Office file system.
5. Serve as a customer Liason, being able to answer questions about the Landfill and its operations as well as assisting to seek out new customers.
6. Collect and distribute mail and maintain the mail log.
7. Prepare type and proofread all office correspondence, grant packages, bid specifications, monthly meeting packets, and special reports.
8. Handle news releases and advertising.
9. Learn and serve as a back- up for DEP compliance and regulatory information that may be requested by customers.
10. Responsible for placing order of lunch on Friday and pick up if necessary.
11. Set up and coordinate Fed-Ex, UPS, and US Mail packages and shipments.
12. Assist in maintaining residual waste files and notifications in conjunction with the Environmental Regulatory Compliance Manager.
13. Obtain and Maintain current weight master license and be able to handle scale house incoming/ outgoing traffic, make change, daily deposit and traffic records.
14. Be knowledgeable of Recycling Operations and job of Recycling Clerk.
15. Able to assist customers in placing service orders for roll-off container, rear load pick-ups, trash pick-up, special clean-ups, tire disposal, ect. Keeping the Operations Manager aware of all needed information.
16. Maintain the reception area to project a clean, organized and professional image.
17. Other duties as assigned by the Financial Manager, Operations Manager, and Executive Director.

QUALIFICATIONS AND REQUIREMENTS

1. High school diploma or equivalent. Relevant training in Business Administration/Accounting and or/experience in customer service is preferred.
2. Must be computer literate and familiar with Microsoft Office, Excel, and Word.
3. Must have experience operating basic office equipment. For example copier, fax machine, postage machine, ect.
4. Proficient in spelling, punctuation, grammar, and other English language skills.
5. Strong verbal and written communication skills.
6. Ability and willingness to be open to change and provide constructive feedback.
7. Must have strong organizational, time management skills and the ability to multitask.
8. Must be able to handle the stress of working in a fast-paced office setting while simultaneously completing tasks, paying close attention to details.
9. Must be detailed orientated and able to complete tasks with accuracy.
10. PA drivers license and must meet pre-employment MVR check in accordance to NTSWA policy.
11. Must be able to pass pre employment drug and alcohol testing and participate in random, reasonable suspicion, and post accident testing after employment.
12. Be a reliable and conscientious employee who is safety minded.
13. Ability to communicate effectively both verbally and in writing and work as part of a team.
14. PA Weigh masters license or ability to obtain one.

Date Reviewed with employee: _____

Employee Signature: _____

Foreman Signature: _____

**** At will employment status:** This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.

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