



**Disability Services
Safety and Claims
Management**
 Department of Executive Services
 Human Resources Management Division
 P.O. Box 80283
 Seattle, WA 98108
 (206) 205-8575
 (206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Scale Operator		
Department:	DNRP	Division:	Solid Waste
DOT Title:	Checker, Dump Grounds	DOT #:	219.367-010
SVP:	3	Requestor:	Lisa Aweeka
Worksite Address:	Various locations throughout King County, WA	Office Contact Name/ Phone/ Email:	
Original Analyst:	Carol Gordon	Analysis Date:	4/13/15 (Update)
Update Analyst:	Jeff Casem	Update Date:	12/4/17

On-Site Interview Representative

JOB DUTIES:

Determine fee and collect from cash customers for the disposal of solid waste at County transfer stations, drop box, or land fill site, recording charges for credit accounts, and maintaining record of daily transactions for the disposal of solid waste.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

- Assess and collect fees and account for all transactions from customers using computerized automated scale system.
- States charges to customers based on amount indicated by automated scale and computer system.
- Rings up payment received in each register and provides change and a receipt.
- Processes charges for commercial charge accounts.
- Uses alternate procedures when malfunctions occur such as manually opening windows, preparing handwritten receipts, or utilizing card swiper for debit and credit card purchases.
- Prepare handwritten receipts when necessary
- Accounts for all daily receipts.



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- Keeps records of special accounts and permits in the transactions of the day.
- Balances daily collections and prepare reports.
- Places deposits in drop safe and removes deposit from safe in order to sign over to armored car carrier.
- Accepts and verifies change fund delivered by armored car carrier.
- Informs customers of the policies and use of King County Solid Waste facilities, and methods, and locations for disposal.
- Furnishes information to the public concerning the transfer of landfill site.
- Follows established procedures for special waste disposal.
- Ensures customer compliance with ordinances regarding type of solid waste disposal.
- Secures facilities and remains on-site until all transactions and end-of-day procedures are complete.
- Opens and closes sites at the appointed times.
- Rarely responds to emergency situations by providing information via two-way radio to Cedar Hills facility.
- Knowledge of business arithmetic, policies and procedures in scale operation manual, as well as disposal programs offered, materials accepted and rate charges.
- Ability to stand for long periods of time.

NON-ESSENTIAL FUNCTIONS

- Maintains inventory and order supplies as required.
- Cleans scale house and immediate area surrounding scale house.
- Changes 5 gallon water bottle (40 pounds each) from ground to chest level.
- Provides assistance for data collection for special projects, division surveys and emergency programs.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent

DESIRABLE QUALIFICATIONS:

- None

NECESSARY SPECIAL QUALIFICATIONS:

- None



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Machines, Tools, Special Equipment, Personal Protective Equipment Used:

- Two-way radio, computer, receipt printer, fans, calculator, scale, stapler, credit card scanner, merchant terminal fax machine, pen, and pencil.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 1 hr)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 1 hr – 3 hr 20 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 3 hr 21 min – 6 hr 40 min)	<input type="checkbox"/> Heavy	*	Hours Per Day
C = Constant (67-100%, more than 6 hr 40 min)	<input type="checkbox"/> Very Heavy	*	Days Per Week
		FLSA Exempt	
		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Work Pattern (continued)

- Shifts vary between locations, but may be either 7 days on/7 days off, or 5 days on/2 days off. All stations operate 7 days a week with the exception of Vashon Island, which only operates 5 days a week and Bow Lake Transfer Station operates 24 hours a day. Must be able to work at all locations.
- Overtime varies depending on season and can be optional/voluntary or mandatory. Employees working a 7/10 work schedule [7 consecutive 10-hour days, followed by “off work” schedule for 7 consecutive days] are required to be on a mandatory overtime rotation. Employees on a 5/8 work schedule may opt to be on a mandatory overtime rotation.
- NOTE: Mandatory overtime can be an extension of employee’s 10 hour shift or can be scheduled during the employee’s “off work” days, depending on coverage needed.

Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		<30				Rarely for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while lifting a bag of office supplies or 30 pounds when lifting a case of receipt paper.
Lifting waist–shoulder		<40				Rarely for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 40 pounds while replacing a 5-gallon water bottle by lifting from floor to chest height. This is a non-essential function of the position and assistance is available.
Lifting above shoulder	X					



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Job Demand	Frequency and Weight (lbs)					Activity Description
	N	S	O	F	C	
Carry (Distance/Surface)		<5				Rarely for 5 seconds at a time for distances of 10 feet for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while transporting a bag of office supplies. Case of receipt paper up to 30 lbs.
Pushing/Pulling (Distance/Surface)		10-13 (1')				Occurs on a limited basis for 3 seconds at a time with a force of 1 pound for up to 10 minutes total in a work shift while opening and closing cabinet and safe doors, removing credit cards from scanner, and closing the cash drawer. On a rare occasion when the automatic windows are inoperative the employee may need to open and close the windows manually using 10-13 pounds of force for 3 seconds at a time for up to 5 minutes total in a day.
			10-13 (3')			For Cedar Hills only ** Employees need to open and close the doors manually using 10-13 pounds of force for 3 seconds at a time for up to 1 hour total in a day.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting				X		Frequently on an office chair for up to 20 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while waiting for customers.
Standing				X		Frequently on flat anti-fatigue mats and cement surfaces for 3 minutes at a time for up to 6 hour total in a work shift. Most commonly occurs while conversing with customers, providing customer service, performing transactions, as well as completing paperwork and documentation.
Walking				X		Frequently on flat anti-fatigue mats and cement surfaces for distances of up to 10 feet for 5 seconds at a time for up to 5 hours total in a work shift. Most commonly occurs while moving from one side of the scale booth to the other to distribute weight cards and collect payments.
Perform Work on Ladders	X					
Climbing		X				Seldom on a stepstool up to heights of 1 foot for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs while standing on a stepstool to reach high shelves and office equipment. Rarely for 1 second at a time while climbing 1 step for up to 5 times total in a work shift. Most commonly occurs while entering and exiting the scale booth.
Balancing	X					



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	N	S	O	F	C	
Stooping / Bending		X				Seldom on flat anti-fatigue mats and cement surfaces for 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while removing or placing items in a safe as well as picking up dropped items.
Twisting at Neck				X		Frequently 5 seconds at a time for up to 5 hours in a shift to talk to/receive payment from customers
Twisting at Waist				X		Frequently 5 seconds at a time for up to 5 hours in a shift to talk to/receive payment from customers
Squatting / Kneeling		X				Seldom on flat anti-fatigue mats for up to 8 seconds at a time for up to 8 seconds total in a work shift. Most commonly occurs while removing or placing items in a safe.
Crawling	X					
Reach waist to shoulder					X	Continuously for up to 3 minutes at a time for up to 9 hours total in a work shift while typing, writing, scanning weight cards, processing cash and check payments, processing credit cards, and manipulating receipts and paperwork.
Reach above shoulder		X				Seldom for 4 seconds at a time for up to 30 seconds total in a work shift while zeroing out the scale, replacing the paper in scale receipt machine, as well as removing or replacing items on high shelves.
Keyboarding				X		Frequently 5 seconds to 2 minutes at a time for up 3-6 hours in a shift to enter transactions or type temporary bills
Wrist Flexion/Extension			X			Occasionally 3 seconds at a time for 1-2 hours in a shift to run credit card and debit transactions.
Handle/Grasp		X				Seldom for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while transporting a bag of office supplies.
Forceful Grasp	X					
Fine Finger Manipulation					X	Continuously for 3 minutes at a time for up to 8 hours total in a work shift while arming and disarming the alarm system, keyboarding, scanning weight and credit cards, as well as counting, receiving and distributing cash. On a rare occasion the employee may need to write for 3 minutes at a time while documenting a non-pay customer.
Hand Controls					X	Continuously for 1 second at a time for up to 1000 times total in a work shift while opening and closing the scale booth doors by pressing a button. Most commonly the employee opens and closes the scale booth doors 300 times per day in non-peak seasons. The employee also opens and closes the facility gates in the beginning and at the end of a shift by utilizing a button.
Foot Controls	X					
Repetitive Motion	X					Body Part: _____ Cycles/hr: _____
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					



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	N	S	O	F	C	
Talking					X	Continuously at a time with for 5 minutes at a time for up to 9 hours total in a work shift while providing customer service, conversing with co-workers, explaining policies and use of King County Solid Waste facilities, as well as methods and locations for disposal.
Hearing					X	Continuously for 5 minutes at a time for up to 9 hours total in a work shift while providing customer service, conversing with co-workers, explaining policies and use of King County Solid Waste facilities, as well as methods and locations for disposal.
Visual – Near Acuity					X	Continuously for 5 minutes at a time for up to 8 hours total in a work shift while reading computer monitor, reports, values of currency, credit card and check information, and various office paperwork.
Visual – Far Acuity				X		Frequently for 30 seconds at a time for up to 5 hour total in a work shift while monitoring approaching and leaving traffic, as well as recognizing if 2 vehicles are on the scale at the same time.
Visual – Depth Perception			X			
Visual – Color Discrimination	X					
Visual – Accommodation		X				
Visual – Field of Vision		X				
Exposure to Weather			X			Work is performed in a small weigh station booth with exposure to exhaust fumes and various weather conditions.
Extreme Cold		X				
Extreme Hot		X				
Wet and / or Humidity		X				
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions	X					
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals	X					
Exposure to Radiation	X					
Other: Fumes				X		
Other: Odors				X		
Other: Dust			X			
Other: Poor ventilation				X		
Other: Vibration			X			



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	N	S	O	F	C	
Noise Intensity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise if primarily from vehicle adjacent to the building. ** Cedar Hills has a higher noise intensity than the transfer stations
Other: Directing, controlling, or planning activities of others			X			
Other: Performing repetitive or short-cycle work					X	
Other: Working alone or apart in physical isolation from others				X		
Other: Working effectively under stress			X			
Other: Attaining precise set limits, tolerances, and standards				X		
Other: Working under specific instructions				X		
Other: Working with others				X		
Other: Making judgements and decisions					X	

Analyst's Comments:

Possible Employer Modifications:

- Eliminate lifting of 40-pound water jug from floor to chest level.
- Provide a "Reacher" for accessing items in the safe.
- Hearing protection will be worn at Cedar Hills.



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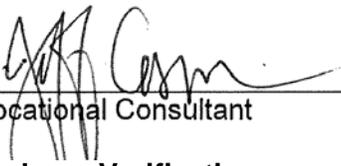
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Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Update (if applicable):



Vocational Consultant

12/26/17

Date

Jeff Casem

Vocational Consultant

12/4/17

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent basis or temporary basis.
- The employee ***temporarily*** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- The employee is ***permanently*** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- Attending Physician
- Consulting Physician
- Pain Program Physician
- IME Physican
- PCE Therapist
- OT / PT Therapist
- PEP Physician