



Code: 9495
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Semi-Skilled Labor

CLASS TITLE: WEIGHMASTER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs work in connection with the weighing of vehicles loaded with materials received at weigh stations located at refuse dump yards, incinerators and asphalt plants; and performs related duties as required

ESSENTIAL DUTIES

- Works at the weigh station weighing a high volume of city refuse collection vehicles at the refuse dump yards and asphalt plants
- Operates a computerized vehicular scale used to weigh truckloads of refuse and construction materials
- Records weights, maintain work records and prepares statistical reports on the number and totals of weights of vehicles serviced at the weigh station
- Conducts routine operational and maintenance checks to ensure vehicular scales function adequately
- Maintains and Updates vehicle weight list reference guides, as required
- Generates electronic transfer tickets to vendors
- Keeps weigh stations clean and orderly

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver's License is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

Vehicular scale systems

PHYSICAL REQUIREMENTS

- Ability to sit and stand for extended or continuous periods of time
- Ability to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *work procedures in connection with measuring vehicular weights
- *applicable safety practices and procedures specific to working with and in the vicinity of large trucks and related refuse apparatus

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

September, 2013