SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505) 424-1850 ext. 150 Fax (505) 424-1839 www.sfswma.org

Recruitment Announcement # SFSWMA 2026-08

POSITION TITLE: SCALEMASTER – FLOATING WORK SCHEDULE
SALARY RANGE: $23.74 - $34.42
FLSA/UNION STATUS: COVERED / COVERED
POSITION STATUS: CLASSIFIED FULLTIME
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: SALLY PADILLA
WORK LOCATION: CAJA DEL RIO LANDFILL/BUCKMAN ROAD RECYCLING AND TRANSFER STATION

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Purpose: The purpose of the class is to manage effective scalehouse operations, to ensure the provision of professional and courteous customer service at all times, and to perform related work as required. This class works within a general outline of work to be performed, and develops work methods and sequences under general supervision. This class follows a floating work schedule. Must be available on Sundays.

Job Duties and Responsibilities: (The tasks below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.)

1. Manages and participates in scalehouse operations, ensuring proper charges are applied and ensuring compliance with all applicable policies, procedures and regulations.
2. Opens and closes scales at appropriate times as needed.
3. Weighs trucks in and out; monitors and tracks types of waste brought to landfill; keeps track of tonnages for reporting purposes.
4. Maintains cash drawer; counts and balances receipts at the end of each day; prepares daily deposits and daily reports.
5. Follows weekly work schedule prepared by supervisor, which may change each week based on Agency's needs.
6. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility; provides English-Spanish translation as required.
7. Performs administrative work as required, including but not limited to preparing reports and records, copying, scanning and filing documents, answering the telephone, entering and retrieving computer data, etc.
8. Assists in maintaining office equipment.
9. Performs housekeeping duties as necessary to help maintain a safe and clean work environment.
10. Performs all duties in accordance with all Agency policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

MINIMUM QUALIFICATIONS

Education/Experience: A high school diploma or GED and two (2) years of experience in bookkeeping, accounting, data processing, cashiering or related field.
Certification/Licensure/Registrations Must possess a valid New Mexico Class D Driver's License.
Special Requirements: Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.
Knowledge/Skills/Abilities: Requires computing or performing arithmetic operations using data or information, giving information, guidance or assistance to people to directly facilitate task accomplishment. Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, radios or similar equipment. Communication in both English and Spanish preferred.

WORKING CONDITIONS Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines. The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals. The job requires normal visual acuity and field of vision, hearing and speaking ability.

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HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR HS/GED AND DRIVER'S LICENSE MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED. EEO/AA