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## **SOLID WASTE MANAGEMENT**

### **Scale Operator**

**SALARY:** \$14,741 – \$18,121 Hourly, Non – Exempt Position

**HOURS OF WORK:** Hours Vary, Monday – Friday

**OPENING DATE:** May 9, 2019

**CLOSING DATE:** May 17, 2019 at 4:00 p.m.

#### **NECESSARY QUALIFICATIONS:**

- High School Diploma or Equivalent
- Ability to read and record data
- Ability to understand and comply with written and verbal operating procedures and instructions
- Basic computer operation and operating procedures including experience using Microsoft Outlook, Word, and Excel

#### **NATURE OF WORK:**

- Under the general direction of the Operations Manager, this position is responsible for the daily operation of an industrial scale and associated data handling systems.
- Has contact and may direct waste haulers, customers, and vendors.

#### **EXAMPLES OF WORK:**

- Obtains information regarding material entering and exiting the facility
- Responsible for operating the weigh scale and scale computer, weighs incoming and outgoing vehicles to ensure correct weights
- Enters, manages, and monitors scale data to ensure proper operation and accounting
- Screens incoming material to maintain acceptable material and delivery standards
- Controls the flow of incoming traffic to provide safe tipping floor and site conditions
- Directs loads to proper facility and directs haulers, customers, vendors, and private citizens to the proper facilities.
- Completes and maintains daily, monthly, and yearly records, journals, and reports as required
- Responsible for the housekeeping of the scale room, Operations Manager office, and rest room
- Assist Shift Personnel in the WTE and MRF facilities
- Responsible for clearing ice/snow and debris from doorway areas and scale area
- Responsible for litter pick up
- Performs administrative computer work as assigned
- Performs other related works as required

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge of the principals and practices in scale operation and procedures
- Knowledge of basic computer operation and software
- Ability to understand and follow written and verbal instructions and procedures
- Ability to communicate effectively and tactfully, both verbally and in writing
- Skills in performing housekeeping and light maintenance activities

#### **PHYSICAL REQUIREMENTS:**

- Must be able to lift 50 pounds
- Must be able to climb ladders and steps
- Must be able to withstand extreme temperatures
- Must be able to wear a respirator
- Must be able to work in confined space areas

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.