Pope Douglas Solid Waste Management
2004 Nokomis Street, Alexandria, MN 56308 320-763-9340
gogreen@popedouglasrecycle.com www.popedouglasrecycle.com

Scale Operator

SALARY: $20.260 - $25.619 Per Hour, non – exempt position
HOURS OF WORK: Monday – Thursday 9:30 a.m. – 6:00 p.m.
Friday – 8:30 a.m. – 5:00 p.m.
Additional overtime as needed.
DEPARTMENT: Administrative

NECESSARY QUALIFICATIONS:

- High School Diploma or Equivalent
- Valid Driver's License
- 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 Assistant Director/HR Director, 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.
- Operates forklifts and Tool Cat for handling special burns.
- Completes and maintains daily, monthly, and yearly records, journals, and reports as required.
- Responsible for the housekeeping of the scale room, administration facility, including offices, common areas, and restrooms.
- Assist Shift Personnel in the WTE and MRF facilities.
- Responsible for clearing ice/snow and debris from doorway areas and scale areas.
- Responsible for litter pick up.
- Performs administrative computer work as assigned.
- Occasional late/early shifts to accommodate vacations of other Scale Operators or for snow removal and other special assignments.
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the principles 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.

Pope Douglas Solid Waste Management
2004 Nokomis Street, Alexandria, MN 56308 320-763-9340
gogreen@popedouglasrecycle.com www.popedouglasrecycle.com

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 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 skill required of personnel so classified.

Benefits:

Retirement – Employees of Pope Douglas Solid Waste Management are enrolled in PERA (Public Employee's Retirement Association). Employees are vested in 3 years. Employee deduction is 6.5% and employer contribution is 7.5%.

Health Insurance - We offer multiple HSA compatible plans for health insurance. With those plans the employee can elect single, single + 1, and family coverage options. Employees have the option to buy up to a better health plan.

Life Insurance – As a Pope Douglas Solid Waste Management employee you will be covered by $20,000 of life insurance at no expense. Supplemental coverage is available for you, your spouse, and your dependents.

Other Payroll Deductible Elections Include – Dental Insurance, Vision Insurance, Long Term Disability, Short Term Disability, Group Critical Illness, Group Accident Insurance, Group Hospital Insurance, Healthcare Savings Account, Flex Spending Plan, NCPERS Life Insurance, and Post Employment Health Care Savings Plan.

Employee Assistance Program – Employees have access to an Employee Assistance Program (EAP). It is a voluntary program that can assist employees, their spouse, and dependents with support through access to qualified counselors for various personal and work-related issues.

Vacation – Employees will accrue vacation according to the following schedule:
0–5 years: 80 hours/year; 6–10 years: 120 hours/year; 11–20 years: 160 hours/year; 21+ years: 200 hours/year.

Sick Leave/Earned Safe and Sick Time – An employee shall be credited with 8 hours of sick leave for each month of service accumulative to 90 days. The first 48 hours (or up to 80 if any eligible time was carried over) will be counted as ESST.

Holidays – The official holidays for Pope Douglas Solid Waste Management are:
New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

Minnesota Paid Leave (MNPL or PFML) – Minnesota Paid Leave (MNPL) is a state program that provides job protected, paid time off. Eligible employees can receive partial wage replacement for up to 12 weeks of medical leave and 12 weeks of family leave (with a combined maximum of 20 weeks per year). The paid leave benefit is provided through a private plan administered by MetLife. Employees pay 50% of the premium cost through a small payroll deduction while the employer pays the other 50%.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.