

# SCALE HOUSE OPERATOR

## **NATURE OF WORK**

This is entry-level skilled work position consisting of a range of clerical and operational duties. This position is responsible for operating the weigh scales, scale computer and software programs, data entry, cashier duties and record keeping for MRF operations. Position is also required to screen and record incoming loads at the scale house, direct vehicles entering and leaving the facility, and perform Spotter duties when required.

## **CLASSIFICATION STANDARDS**

This position reports directly to the Office Supervisor or Manager and must be able to function with minimal supervision. Work in this position requires the ability to multi-task and fill in where required. A positive attitude is essential.

## **EXAMPLES OF WORK\***

### **ESSENTIAL JOB FUNCTIONS**

The scale house operator is responsible for helping to maintain the day-to-day operation and administrative duties associated with operation of the scale(s) and office assistant functions. This position requires a detail-oriented person able to maintain focus in a high-tempo environment. Actual duties include:

- Provide prompt and courteous service to CRS customers.
- Ensures that trucks are properly positioned on scales for accurate weights.
- Inspect loads and query drivers as required. Enter load information and customer/truck information into computer and operate computerized truck scale to determine weight of load.
- Instruct the drivers to the appropriate tipping area (e.g. MRF tipping floor).
- Redirect loads based upon load contents; specifically, do not accept loads containing hazardous or unauthorized waste, or other materials not in compliance with regulations for tipping at the facility.
- Operate computer to process proper charges to be assigned for each load, and generate charge ticket on printer. Assign and collect tipping fees from established rate schedules for customers without MRF charge privileges.
- Accurately perform routine data entry into a computer, make accurate basic mathematical calculations and accurately post and keep legible records.
- File weight tickets for each load, record and secure cash receipts, and maintain records of all incoming/outgoing loads that cross the scales.
- Answer scale house/office telephones, respond to public's questions regarding prices,

acceptable waste, hours of operation, and directions to the facility.

- Check the information on the driver's paperwork to the information printed on the weight certificate to be certain that the information for all loads is accurate.
- Sort and process weight tickets for each days receipts before they are turned in to the office supervisor. Complete daily scale/receipt reports, maintain logs, spreadsheets and other reports, as assigned.
- Assist in maintaining facility site security and access control.
- Maintains work area and equipment in a safe and clean condition at all times. Keep the scales clean and free of debris. Perform custodial duties to clean and maintain the scale house.
- Perform the duties of Spotter, as required and assigned.
- Perform and assist in clerical and other duties as directed.
- Maintain all required records and reports accurately and timely.
- Will be required to work overtime, weekends and during emergency conditions.
- Performs other duties as assigned.

### **NON-ESSENTIAL JOB FUNCTIONS**

- Be knowledgeable of and comply with CRS safety and administrative policy.
- Filing and other routine office functions.
- Complies with information provided on Material Safety Data Sheets for all products. Handles and stores items properly.
- Attends training and other required company functions.
- Completes established training objectives for assigned job and responsibilities.
- Attends work on continuous and regular basis.
- Working knowledge of QuickBooks (desired) and Microsoft Office (Outlook, Word, Excel) required.
- Maintain a clean and orderly work area.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED required. Two years experience in office environment including computer applications, processing cash and credit transactions, filing and

reception experience, or an equivalent combination of training and experience that provides the required knowledge, ability, and skills. Previous scale house experience highly desired.

- Must pass a background investigation and drug screen.
- Must pass an employment physical.

### **LICENSES/CERTIFICATES**

- Possess a valid Florida Drivers License.
- Hazardous Waste Spotters Certificate or ability to obtain within 6 months of hire date.

### **NOTES**

- Due to the safety considerations associated with industrial recycling equipment, all personnel must communicate verbally in English, see physical surroundings, hear others and demonstrate good communication skills.
- Must be able to make process charge and cash transactions and make change, and perform basic bookkeeping functions.
- Work sometimes requires use of eye protection, foot protection, hand protection, head protection and use of high-visibility clothing/vest. Work may also require use of respiratory protection equipment.
- Work requires the ability to work safely in close proximity to C&D waste and industrial trucks and equipment.
- Work requires the ability to climb a ladder or container to inspect contents of containers.
- Requires routine exposure to industrial vehicle and equipment noise.
- Requires work outdoors under varying climatic conditions, including inclement weather.
- Drug Free Work Place (DFWP). Participation in the company's DFWP policy, including testing requirements, is mandatory.
- This position, when required to perform spotter duties, encompasses physically strenuous work involving working outdoors doing tasks that require physical strength and endurance. Work requires the strength and agility sufficient to safely perform all essential job functions including the ability to lift, carry push, or pull a minimum of 50 pounds without assistance.
- This position requires signing a company-provided Non-Disclosure Agreement (NDA).

### **SELECTION FACTORS**

- Reliability based on employment history.
- Ability to keep work records and make reports.
- Ability to multi-task.
- Accurate and detail-oriented.
- Ability to work effectively with managers, coworkers, vendors and customers.
- Ability to perform basic operations on a personal computer and peripheral equipment such as printers or modems.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively plan, schedule and organize assigned work.
- Ability to speak and understand Spanish a plus.

\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.