



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Scale Operator
<b>DEPARTMENT.....:</b>	Solid Waste
<b>DIVISION.....:</b>	
<b>CLASSIFICATION/GRADE.....:</b>	Scale Operator /102
<b>REVISED.....:</b>	12/2020
<b>REPORTS TO.....:</b>	Office Manager
<b>REVIEWED.....:</b>	12/2020
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

Responsible for operating the computerized industrial scale at the Terrebonne Parish Solid Waste Facilities. Works under the supervision of the Office Manager. Any function that may be deemed necessary to contribute to a smooth and efficient operation of the all Solid Waste Facilities. As with all positions within the department, response at any time may be required to assist with workload or in any emergencies that may arise.

### **BASIC FUNCTIONS:**

1. Responsible for the proper operation of the industrial truck scale at the Ashland Landfill site. This responsibility may be for either computer or manual operations.
2. When needed, directs trucks to the proper area for disposal.
3. Processes repetitive documents or transactions in accordance with established procedures. Requires working knowledge of department procedures related to work performed.
4. Responsible for answering the telephone and handling complaints by generating a work order or referring the call to the proper person or department.
5. Performs general cleaning of computer hardware and related equipment.
6. Cashier for cash and credit user accounts. Be responsible for cash receipt tickets once he/she has signed the cash receipt book and until the funds and receipts are turned back in.
7. When needed, assists in general office duties under the direction of the Office Manager.
8. Assists in checking material content of vehicles entering the landfill for disposal purposes to ensure that only authorized material is introduced into the landfill. If material is questionable, direct the driver off the scale to a designated area to have the load checked by a supervisor.
9. Regularly deals with the public.
10. Assist in monitoring the solid waste collection contractor
11. Operates mobile radio, maintaining radio contact with trucks in the field, assisting them as needed.
12. Performs other duties as assigned or deemed necessary by supervisor.

### **OTHER REQUIREMENTS:**

1. Must be capable of operating the industrial scale, telephone, computer, mobile radio, calculator, pickup truck and any other equipment required to perform job functions.
2. Works in plant environment in which there is frequent exposure to noise, heat, dust and odorous conditions
3. Employee required to work rotating shifts and on weekends.
4. Must be willing to work extra hours during workweek and/or weekends and holidays.
5. Must be able to obtain and maintain state certification.

### **EDUCATION/EXPERIENCE:**

1. Must possess a high school diploma or equivalency certificate with a minimum of six months office experience or related field.