

## JOB DESCRIPTION

**Job Opening** Scale House Attendant  
**Supervised By:** Scale Office Manager  
**Coordinates With:** Scale Office Manager and Mining Operations Manager  
**Job Type:** Seasonal up to 30 Hours a week, includes working Saturday's on a rotating schedule.

\*Hours may vary and hours may be more than 30 hours when needed for specific contracted jobs

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The primary responsibility of this position is to, accurately account for incoming and outgoing materials, weighing and ticketing trucks as they pass over truck scales and provide high levels of customer service.

### **Specific Job Tasks:**

The scale house attendant is responsible for scaling trucks and maintain 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 ESG 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 and generate tickets per load.
- 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. Consult with Office Manager on incoming waste materials for accurate dumping locations.
- Prepare reports after each shift, record and secure cash receipts, and maintain records of all incoming/outgoing loads that cross the scales. Daily shift reconciliations are required daily for billing.
- Complete daily scale/receipt reports; maintain logs, spreadsheets and other reports, as assigned to turn in to office supervisor.
- Answer scale house/office telephones; take messages and direct calls to proper department when needed.
- 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.

- Assist in maintaining facility site security and access control per ESG policies and procedures.
- 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 and assist in clerical and other duties as directed.
- Maintain all required daily records and daily reports accurately and timely.
- Will be required to work overtime, weekends as needed. There will be set rotating shifts but must be flexible during unforeseen emergency conditions.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Must be committed to consistent attendance and punctuality of hours of operation.
- Ability to represent Eklutna, Inc. and subsidiaries professionally.
- Ability to work well in fast-paced, ever changing environment, with frequent interruptions.
- Work well under pressure.
- Possess ability to multi-task, must be detailed oriented and have strong organizational skills.
- Work independently, while exhibiting excellent time management and decision making skills.
- Must be self-motivated, creative, resourceful, and show initiative.
- Strong written and verbal communication.
- Must speak and read English fluently.
- Working knowledge of Microsoft programs (Excel, Word, and Outlook).
- Working knowledge of office copy machines, scanners and calculators.
- Math skills (addition, subtraction, multiplication, division).
- Customer service skills.

**Physical Requirements:**

- Work involving regular standing, sitting, walking, crouching, stooping, kneeling, pushing, pulling and lifting up to 25 lbs. heavy objects.
- Extensive use of all finger, both hands, arms, feet, legs.
- Normal hearing and vision, with or without correction.
- Ability to walk and stand on various surfaces and for prolonged periods.

**Environmental Adaptability:**

- Work environment will have undesirable conditions; exposure to heat and cold, noise, dust and fumes.
- A drug/alcohol test required. Subject to random alcohol and drug testing, while employed.

### **Qualifications:**

- Construction background or experience strongly preferred but not required
- Minimum of a high school diploma, general education degree (GED) or currently attending college; or two to four years related experience and/or training; or equivalent combination of education and experience.

### **Core Competency:**

- **Technical Skills** – Emphasis is on accuracy of work product while working at a pace to ensure productivity is effective. Strives to continuously build knowledge and skills.
- **Customer Service** - Responds promptly to internal and external customer needs, requests for service and assistance.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Team Work** - Balances team and individual responsibilities; Contributes to building a positive team spirit. Puts success of team above own interests.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- **Adaptability** - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

### **Additional Competencies and Qualities**

- Problem Solving
- Work-field Technical
- Self-motivated
- Ethical

- Oral & Written Communication
- Planning/Organizational
- Punctual
- Support Corporation's Mission and Vision