The Greeter/Inspector reports to the Stockpiling Supervisor or the Terminal Operations Manager. The Greeter/Inspector is responsible for observing and monitoring the delivery of material to verify conformance to quality and quantity specifications, while ensuring that all of his/her efforts are compliant with the company Health, Safety, and Environmental standards. Duties may include assisting with daily production operations, as well as receiving and stockpiling of materials and products. The Greeter/Inspector should possess knowledge of raw materials, production processes, and other techniques required for maximizing the receipt and transfer of quality product.

This position operates under flexible parameters. The primary goal of this position is to achieve excellence in all facets of the position. Providing the highest quality product safely, effectively and efficiently decreases accidents and errors and increase profits.

**Environmental and Health & Safety (H&S)**

* Strictly adheres to all Metals Recycling Business Health, Safety, and Environmental standards.
* Provides a safe environment for all employees, customers and visitors.

**Operational Performance & Best Business Practices**

* Inspect shipments of scrap metal received via truck, rail car, or ship to ensure material meets specifications and is free from environmental hazards in accordance with scrap acceptance policy.
* Correctly identify and record inspection data such as weight, grade, content, and quantity of scrap metal.
* Notify operations and commercial supervisors of problems and assist in recommending remedial procedures to correct violations or issues encountered during inspection.
* Collaborate with commercial department concerning quality and consistency of customer deliveries.
* Direct the unloading of vehicles delivering scrap to ensure safe and orderly traffic flow within the facility.
* Provide backup or assistance throughout the yard as needed or assigned.

**Equipment & Maintenance**

* Report all equipment deficiencies or malfunctions requiring maintenance or repair to the proper supervisor.

**Internal Control Responsibilities**

* Supports the Company's Internal Control process which includes understanding, communicating, and complying with defined internal controls as well as suggesting and making modifications to the policies, procedures, and controls to better relate to the business.
* Communicates upward problems in operations, noncompliance with the code of conduct, or other policy violations or illegal actions.
* This position is regularly exposed to all weather conditions. Physical hazards such as noise, fumes, and dirt are present due to the equipment, machinery, and scrap as would be found throughout the scrap yard. Safety shoes, hearing protection, respirators, face shields, and additional personal protective equipment as needed, must be worn to eliminate the risks associated with these hazards. Travel is not required for this position.
* Handling multiple issues regarding safety and maintenance increases pressure. Work load may be unpredictable and pressure can be substantial during peak times. Critical deadlines require considerable adaptability. Disturbances of work flow and/or irregularities in work schedule are expected and occur on an intermittent basis. Extra hours may be required, sometimes on weekends, weekdays, and holidays.

**Physical Activities Required to Perform Essential Functions**

* Ability to sit rarely; stand and walk frequently on uneven ground and throughout the yard; lift and carry up to 50 pounds consistently; push and pull occasionally when moving materials; crouch or bend at the knees consistently to move or access materials or equipment; stoop or bend at the waist consistently to move materials; reach at arms length and overhead frequently; twist and turn at the neck and trunk continually; climb occasionally when obtaining items; manual dexterity required as the Greeter/Inspector will handle, grasp, and manipulate materials constantly; communicate by speech and hearing continually. Visual acuity needed for close detail work and documentation. Mental dexterity needed as the Greeter/Inspector will work independently while demonstrating attention to detail and continuous awareness.

**Required Experience:**

* High School diploma, GED Certification, or equivalent experience in a similar role preferred.
* Ability to develop and maintain constructive and cooperative working relationships with customers and other employees required.

**PLEASE NOTE: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job.  They are not intended to be an exhaustive list of all responsibilities, duties and skills required.**