The Scale Operator reports to the Stockpiling Supervisor. The Scale Operator is responsible for weighing and grading incoming ferrous and/or non-ferrous scrap loads, operating in-bound and out-bound scales, directing customers to the appropriate areas for unloading, facilitating payment for in-bound material while ensuring that all of his/her efforts are compliant with the company Health, Safety, and Environmental standards. The Scale Operator may also communicate the pricing of materials with production crews and customers. The Scale Operator should possess knowledge of metals identification and grading according to ISRI specifications, as well as the delivery of exceptional customer service.

This position operates within well-defined 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.

**Essential Functions:**

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

* Assist current and potential customers with questions regarding the pricing of materials and types of material accepted, and maintain account contacts to promote customer service on a regular basis.
* Coordinate with office personnel to ensure accurate and timely documentation of all purchasing transactions.
* Conduct scale operations and evaluate incoming products: identify contents of each load, operate the incoming scale to determine weight, and direct customers to appropriate areas for unloading.
* Operate outgoing scale: identify commodity codes, and compute ticket totals for payment.
* Complete all appropriate DMV forms for all cars that enter yard within required time frame.
* Communicate scrap quality and acceptance procedures to customers, and ensure strict compliance with current regulations and policies.
* Equipment Maintenance
* Test in and out-bound scales for accuracy, and report all equipment malfunctions to the appropriate supervisor.

Internal Control Responsibilities:

The Scale Operator is responsible to support 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.

They will communicate upward problems in operations, noncompliance with the code of conduct, or other policy violations or illegal actions.

 **Supervisory Responsibility:**

This position does not encompass any supervisory responsibilities.

**Interpersonal Contacts:**

The Scale Operator will have direct contact with the Stockpiling Supervisor, and the Commercial department, customers, and operations production employees. Face-to-face, electronic, and radio communication required daily.

**Job Conditions:**

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.

You will be handling multiple issues regarding safety and maintenance, which 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: lift and carry up to 50 pounds occasionally; crouch or bend at the knees occasionally to increase visibility; climb vertical steps occasionally; stoop or bend at the waist occasionally to increase visibility; reach at arm’s length frequently or overhead occasionally; twist and turn at the neck and trunk; walk frequently on uneven ground; sit or stand continually; communicate by speech and hearing continually. Visual acuity needed for close detail work. Mental dexterity needed as Scale Operator will work independently while demonstrating attention to detail and continuous awareness.

**Qualifications:**

* High School diploma or GED Certification preferred. Minimum of 3 to 5 years of experience in a similar role or scrap industry preferred.
* Ability to develop and maintain constructive and cooperative working relationships with customers and other employees required.
* Mathematical and problem solving skills, basic negotiation skills, attention to detail, and basic typing skills 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.**