JOB DESCRIPTION

| **TITLE** | SCALE SHACK OPERATOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Scale Shack Operator is responsible for accurately weighing vehicles entering and leaving the facility and maintaining precise records of materials delivered and dispatched. This role is crucial for ensuring efficient operations by communicating effectively with drivers and team members to coordinate material flow.

The ideal candidate is detail-oriented, organized, and familiar with using computer systems and scales. They are proactive in maintaining safety and adherence to organizational policies and procedures.

**Duties and Responsibilities**

Overall Responsibilities:

* Inspect bulldozers, cranes, graders, and other heavy construction equipment for weighing inbound and outbound trucks and recording weight data accurately.
* Prepare and issue tickets for materials received and dispatched.
* Ensure proper documentation accompanies every transaction, including driver and vehicle details.
* Communicate with drivers to provide clear instructions on loading and unloading procedures.
* Monitor scale equipment to ensure functionality and arrange for maintenance as needed.
* Coordinate with the operations team to track inventory and ensure accurate reporting.
* Follow and enforce safety procedures, including vehicle compliance checks.
* Maintain a clean and organized scale shack workspace.
* Address inquiries from drivers and staff in a polite and professional manner.
* Perform additional duties as required to support operations.

**Qualifications**

* High school diploma or General Education Degree.
* X years of experience in a similar role, ideally in construction/aggregate industries.
* Weighing and Measuring Certification or ability to obtain certification in compliance with local regulations.
* Certification in Workplace Hazardous Materials Information System (WHMIS) or equivalent safety training.
* Forklift or Heavy Equipment Certification is an asset (if applicable).
* Basic computer literacy, including proficiency in scale software and MS Office.
* Knowledge of health and safety regulations is an advantage.

**Core Competencies**

* Strong attention to detail and organizational skills.
* Excellent communication and interpersonal skills.
* Ability to remain calm and focused in a fast-paced environment.
* Strong problem-solving skills and initiative.
* Ability to work independently and as part of a team.
* Reliability.
* Safety-conscious.

**Working Conditions**

* Standard workweek of [insert #] hours, with business hours from [insert core hours].
* Possible overtime during peak periods.
* Primarily works inside the scale shack, with occasional outdoor tasks.
* May require extended periods of sitting or standing.
* Exposure to noise, dust, and varying weather conditions.
* Personal protective equipment required.