

TRANS-JORDAN LANDFILL
is now accepting applications for

SCALEHOUSE OPERATOR

Starting Pay: \$13.65 per hour

If you meet the following requirements, apply at Trans-Jordan Landfill, 10473 S. Bacchus Hwy (U-111), S. Jordan, Utah. Your written application will be the basis for determining whether you meet the minimum qualifications and appropriate ranking on the register for this position.

SUMMARY OF BENEFITS (FULL -TIME PERMANENT POSITION)

Insurance Benefits: Health, Dental, Life, Accidental Death & Dismemberment, Long-term disability

Retirement: Utah State Retirement Systems – Pension Program

Annual Leaves: Annual accrued vacation (96 hrs. per year)
Annual accrued sick leave (96 hrs. per year)

Misc: Employees are currently eligible for a bonus program after completion of their new hire probation (six months). Upon successful completion of new hire probation employees may be eligible for a merit increase.

JOB SUMMARY & MINIMUM QUALIFICATIONS

Shift will be Monday, Tuesday, Friday, Saturday 8:30 a.m. – 6:30 p.m.

See attached job description for information on specific job duties and requirements

No contract exists between Trans-Jordan Cities and its employees with respect to permanent employment, salaries, salary ranges, or employee benefits. Salary, salary ranges and benefits may change as a result of market surveys, job analysis, availability of funds, or changes in policy. Movement within the range is based upon job performance, availability of funds and policies and procedures as they are amended from time to time. All new hires are placed on a six (6) month merit probation, which may be extended for good cause.

In the interest of workplace and public safety, all offers of employment (including promotion or a change in job status) are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substance in the body.

Trans-Jordan Cities is an Equal Opportunity Employer and provides reasonable accommodation to known disabilities of applicants and employees in compliance with the Americans with Disabilities Act.

DD214 must be submitted with application when claiming Veterans Preference.

January 2019



SCALEHOUSE OPERATOR

GENERAL PURPOSE

Under general supervision from the Scalehouse Supervisor for Trans Jordan, performs routine work at the landfill using computer and weight scales.

EXAMPLES OF DUTIES

- Operates computerized scales; ensures all transactions are accurate, thereby ensuring correct charges are assessed and collected in cash or debited to the correct customers account; processes transactions manually if necessary; determines appropriate fee assessments for various types of materials for disposal; directs customers to appropriate area.
- Operates cash register; receives monies and dispenses receipts for same; prepares daily reports; reconciles cash and charge accounts with transaction reports; updates and completes various reports and forms as needed.
- Performs visual and verbal verification of all vehicles to prevent the disposal of hazardous or unauthorized waste and to ensure tarping and other policies are adhered to; verifies that all Industrial Waste Manifest forms are completed and mailed as necessary; instructs public as to the proper disposal of various types of waste material in compliance with local and State health laws.
- Performs regular maintenance of scales and other office equipment; performs inspections of electric generators and other equipment as necessary.
- Answers and directs incoming calls to other appropriate personnel as necessary; assists public both in person and by telephone with questions, problems and complaints and directs to other appropriate personnel as necessary; properly uses two-way radio to notify personnel of HHW, emergencies, random load checks, etc.
- Outside direction of traffic and operation of the outside computerized scale and cash register to expedite customer flow through the scales.
- Will perform duties as Landfill Site Spotter and other office tasks as assigned; performs housekeeping duties in scale house and related areas.
- Performs other duties as assigned.
- Indicates Essential Functions of the Job

MINIMUM QUALIFICATIONS

Education and Experience

- High School graduate or equivalent and one (1) year experience in a field closely related to these duties or an equivalent combination of related education and experience.
- Must have a valid Utah Driver's License and remain insurable.

Necessary Knowledge, Skills and Abilities

- Knowledge of business math; basic bookkeeping principles; effective public relations principles; cash register operation; computer keyboard and printer operations.

- Skill in the operation/use of a cash register; operation of a computerized keyboard.
- Ability to communicate effectively verbally and in writing; make decisions based on brief visual observations; receive, follow and transmit written and verbal instructions and/or inquiries; perform effectively in stressful situations; work independently as required.

Working Conditions

- This position may include occasional lifting up to 25 pounds and carrying up to 100 feet and rarely lifting up to 50 pounds. This position requires that the person sit, stand, or walk with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces. There is occasional exposure to disagreeable elements such as dust, fumes, and odors. Environmental conditions include moderate winter and summer weather conditions (heat, cold, dampness, wind) and other elements inherent to a landfill.
- This description includes the demands inherent to occasional work as a spotter as per the position description.