

Scale Operator Job Opening

Job Title: Scale Operator
Reports To: Office Manager

Location: Bluegrass Regional Transfer Station
Address: 1505 Old Frankfort Pike, Lexington, KY

Summary:

This part time position requires the ability to successfully operate truck scales for trucks entering and exiting the transfer station. The candidate must successfully manage daily cash sales and collection of cash and checks. Position requires good interpersonal skills necessary to interact with people both inside and outside the Company. Must be flexible and able to work afternoon schedules from 12:30 pm to 5:00 pm Monday through Friday and every other Saturday 6:00 am until 1:00 pm. The Scale Operator will maintain required environmental and financial reports for which this position is required.

Essential Duties and Responsibilities:

- Operates the weight station scale.
- Greets and assists the public in a friendly manner providing quality customer service.
- Provides information to the public regarding disposal of municipal solid waste, electronic items, household hazardous waste and recycling items.
- Enters information into a computer program daily.
- Balances and handles cash drawer daily.
- Prepares daily deposit.
- Accurate completion of all assigned paperwork and statistics.
- Other duties may be assigned.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience** - High school diploma or general education degree (GED).
- **Language Skills** - Ability to write, read and interpret documents.
- **Mathematical Skills** - Ability to add, subtract, divide and multiply.
- **Computer Skills** – Ability to use a computer and perform required functions of the job.

Physical Demands: While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: This position is in an office work environment. The noise level in the work environment is usually moderate.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an "at-will" position and does not constitute a written or implied contract of employment.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Interested candidates should contact:

Amy Carman – Office Manager
@ 859-225-2521 ext. 1001

Or go on line to fill out an application at
<http://www.wasteservicesofthebluegrass.com>
click on Contact then Careers