



Virgin Islands Waste Management Authority
Job Vacancy Announcement
Scale House Operator
St. John

SALARY: \$37,241.71

CLASSIFICATION: Classified

DEADLINE: Open Until Filled

SUMMARY: Scale House Operators is responsible for operating the scales and associated computers to record weights of incoming and outgoing vehicles. The incumbent will record/load information into a computerized system and collect fees from the customer. *When working in the field there is exposure to dirty, noisy and dusty conditions and disagreeable odors and unpleasant weather.*

DUTIES AND RESPONSIBILITIES:

- Operates scale equipment to weigh all incoming and outgoing vehicles and determine appropriate charges.
- Records customer and load information into the computerized system to ensure proper charges to customer.
- Accurately calculates charges for customers based on load weight/size, content, area, etc.
- Receives payment from customers, provide receipts, and documents the transaction and materials received into computer system.
- Responds to customer inquiries and provide information relating to proper procedures for facility.
- Balances daily receipts to ensure accurate recordkeeping and appropriate billing.
- Accepts or rejects load based on content to maintain acceptable material standards.
- Performs routine clerical duties.
- Runs and prepares reports as necessary.
- Maintains all paperwork pertaining to the scales/facility.

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- Professional interaction with internal and external customers.
- Maintains a positive work atmosphere by performing and communicating in a manner that promotes good relationships with all employees, co-workers, and management.
- Performs all tasks in a safe manner and maintain records in compliance with all local, state, and federal regulations and company policies.
- Perform all other duties as assigned by supervisor/s.

EDUCATION AND EXPERIENCE:

- High school diploma or GED from an accredited school.
- Valid Virgin Islands Drivers Licensure is required.
- Past experience working in a solid waste scale house, collection, recycling or at landfills is desirable.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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3200 Demarara
Charlotte Amalie, VI 00802
PH: 340.715.9100 | FX: 340.777.3284

6196 Estate Glynn
Kingshill, VI 00850 - 9887
PH: 340.712.4962 | FX: 340.719.1835

6506 Susannaberg
St. John, VI 00830
PH: 340.715.9100 | FX: 340.715.0458