



# Example of Scale Operator Job Description

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Our innovative and growing company is looking to fill the role of scale operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for scale operator

- Any other duty assigned by management that supports an efficient operation
- Perform operating sequences to receive and exit vehicles through scale system
- Maintain a control environment in scale house to ensure proper operation of the computerized scale system
- Operates a traffic control process to allow vehicles to be dump in correct manner
- Issues receipts to vehicle drivers and collect tickets
- Answer phone, record messages and provide routine information to Ag department and plant operations
- Use computer applications or other automated system such as spread sheets, word processing, adding machines, and CB radio
- Work in a safe manner promote a good safety environment in work area
- Able to work a 6 days a week work schedule for the pack season
- Answer telephones in a professional manner

## Qualifications for scale operator

- Cash sales – document, verify & accurately fill out checks for customers
- Research problem tickets and properly document findings
- Convey any known customer needs and/or complaints with the appropriate people

- Assist administrator and manager as required
- Ability to meet customers and project friendly, cooperative, and positive attitude