**Reports To:** Scale Operator

**Hours:** 40+ hours

**SUMMARY**

The Scale Operator directs trucks to the scale and records full and empty weights. Activities include maintaining computerized records, truck identities, and issuing weight certificates in compliance with County and State regulations.

**DUTIES**

* Issue sand/gravel and dirt weight certificates.
* Maintain records of current license numbers and tare weights of all trucks.
* Completion of daily scale reports.
* Verify account status of customers; assist credit department by maintaining accurate records.
* Coordinate staffing with manager during high volume days.
* Other miscellaneous duties as assigned.

**REQUIREMENTS**

* Demonstrated commitment to safety as expressed in JMAC Resources corporate value *People First, Safety Always*
* Prior experience with aggregate products a plus.
* High School Diploma or general education degree (GED)
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol checks
* Proficient in Microsoft Office applications (including Outlook, Excel, and Word)
* Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
* Demonstrated ability to work to a high standard of quality and efficiency to meet customer expectations, timelines, and company project goals
* Must possess excellent verbal communication both in person and on phone
* Demonstrated pro-active approach to responsibilities along with the ability to multitask, execute requests on time, and ensure attention to detail and high-quality accuracy
* Strict adherence to JMAC policies and procedures as outlined in the Company Policies.
* Must possess a positive attitude and a willingness to work in a team environment and assist co-workers or supervisors with other duties as required.
* Timely and regular attendance is an expectation of performance for all JMAC Resources employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* The employee must regularly lift and/or move more than 25 pounds.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.