

# Scale Operator

<b>Job title</b>	<i>Scale Operator</i>	<b>Supervisory Responsibility</b>	<i>No</i>
<b>Reports to</b>	<i>Quarry Manager</i>	<b>Date last revised</b>	<i>February 28, 2018</i>

Scotian Materials Limited is a Nova Scotia company that develops, manages and operates aggregate quarries. Our goal is to help local road builders and contractors develop community infrastructure through the supply of high quality and competitively priced materials such as crushed rock, aggregate, asphalt and concrete.

Headquartered in the Aerotech Industrial Park, we responsibly operate well-managed quarries in Nova Scotia. At every level of our business, we make a conscious effort to go above and beyond minimum requirements. We make our decisions with a focus on our social and environmental responsibility.

## Job Description

Reporting to the Quarry Manager, the Scale Operator is responsible for the safe and efficient operation of the Scale and Scale House. This position is responsible for obtaining weight information on inbound and outbound trucks, handling customer purchases, producing and printing sales and receipts documents answering phone calls and customer questions, etc. This location also serves as the reception office for the production areas.

## Duties and responsibilities

The responsibilities of the Scale Operator include, but are not limited to

### Equipment Operation

- Obtaining weight information on inbound and outbound trucks
- Handling customer purchases
- Producing and printing sales and receipts documents
- Answering phone calls and customer questions.

### Safety

- Must ensure a solid understanding of, and comply with, the principles of the company’s Safety Policy, SWP and other required safety documentation.
- Attend daily and weekly safety meetings and inspections.
- Work with Safety Department to investigate damage, incidents or near misses in the worksite, and ensure proper procedures are carried out according to the Company’s Safety Program.
- Ensure all work is conducted in a safe and responsible manner and not intentionally or unintentionally injure oneself or endanger the wellbeing of others.
- Follow directions of Plant Operator/Supervisor regarding plant operation.
- Ensure that equipment and operations meet OH&S & other legislative requirements

### Teamwork

- Participate as a vital team member, and contribute towards the success of the organization, which may involve the provision of other technical and administrative support, as required.

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- Work with ground personnel in the maintenance and clean up around the plant site.
- Act in a courteous manner in order to project a positive company image.
- Other duties as defined from time to time.

### **Qualifications and Experience**

- Minimum 2 to 3 years' experience within the road construction industry in customer service.
- 1 to 2 years' experience operating a Scale and associated equipment is required.

### **Specific Knowledge, Skills & Ability**

- Knowledge of Scale equipment and related technology.
- Knowledge road construction materials, road construction processes and industry requirements.
- Understanding of computerized controls and electronics.
- Must be able to meet all safety requirements and applicable safety policies.
- Ability to work long hours
- Must be able to work outdoors in areas that are dusty or dirty.

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