



SALT RIVER LANDFILL

SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
13602 E. Beeline Highway/SR 87 Phone: (480)941-3427
Scottsdale, AZ 85256 Fax: (480)949-4261

SCALE OPERATOR

Starting Pay \$32,352

Job Summary:

Under supervision by the Scale House Supervisor, operates a commercial computerized scale system to weight vehicles bringing in and exiting material to the landfill. Records transactions and accepts cash payments.

Duties:

Operates a computer supported commercial truck scale to weigh incoming and outgoing vehicles.
Accepts cash payments and issue receipts for amounts charged by the Landfill.
Operates computer for third party billing accounts.
Operates a direct connect phone system.
Performs regular waste screening procedures.
Performs a variety of filing and other office support tasks.
Answers inquiries as to regulations for acceptable solid wastes into the Landfill.
Prepares cash deposits and delivers to the bank.
Must complete Health and Safety Training Courses for solid waste workers and maintain certification.
Must be able to work flexible shifts, weekends and some holidays.
Performs other duties assigned.

Knowledge, Abilities, Skills, and other Characteristics:

Knowledge of procedures and techniques for operating a computer supported commercial truck scale.
Knowledge of procedures and techniques for operating a personal computer.
Knowledge of basic offices/clerical procedures and practices.
Knowledge of billing polices and procedures used by the Landfill.
Ability to maintain a cash registrar drawer and accountable for same.
Skilled in establishing and maintain effective working relationships with customers.

Qualifications:

High School Graduate or GED equivalent. One year full time clerical office work or any equivalent experience; or completion of post high school course in Office Practices, General Business, or closely related may substitute for the required experience. Any equivalent combination of training or experience that would enable the candidate to satisfactorily perform and meet the duties required may be considered in meeting the stated minimum qualifications.

Insurability: Must possess a valid Arizona operator's license and be insurable under the tribal insurer requirements which are outlined as follows. Must be at least 21 years of age for all driving positions which require transporting others as a routine job duty. Driving disqualifications will occur if during the last three (3) years, the driver has any of the following convictions: for a felony; sale, handling or use of drugs; alcohol or drug related offense that is automobile related; three (3) or more speeding violations; more than two (2) speeding tickets in excess of 15 mph; one or more other serious violations. "Serious violations" are defined as: driving under the influence of alcohol/drugs; violation for alcohol offence during use of a vehicle; failure to stop/report an accident; driving while impaired; making a false accident report; homicide, manslaughter or assault arising out of the use of a vehicle; driving while license is suspended or revoked; racing; attempting to elude a police officer. Other disqualifications would include having a driver's license suspended or revoked and involvement in two (2) or more chargeable incidents.



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**** MUST PASS PRE-EMPLOYMENT DRUG TEST & BACKGROUND CHECK ****

SUBMIT APPLICATIONS/QUESTIONS TO:

**SALT RIVER LANDFILL
ATTENTION: Bonnie McDonagh
13602 E. Beeline Hwy.
Scottsdale, Arizona 85256
Tel. #941-3427 ext. #478 or Fax # 949-4261**

DO NOT send applications to SRPMIC Human Resources Dept.

OPENING DATE:

CLOSING DATE: Until Filled