



SALT RIVER LANDFILL

SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
4660 N. Beeline Highway/SR 87 Phone: (480)941-3427
Scottsdale, AZ 85256 Fax: (480)949-4261

SCALE OPERATOR

Starting Pay \$19.83/hr or DOE

Job Summary:

Operates a commercial computerized scale system to weigh vehicles bringing in and exiting material to the landfill. Records transactions and accepts cash and debit/credit card payments.

Duties:

Operates a computer supported commercial truck scale to weigh incoming and outgoing vehicles.
Accepts cash and debit/credit card 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 for transit service and may at times physically deliver to the bank.
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.

Education, Certifications, & Licensures:

High school diploma or equivalent.
Clerical office work or any equivalent experience preferred but not required.
Completion of post high school courses in Office Practices, General Business, or closely related may substitute for the 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.
Must possess a valid Arizona Driver license with no suspensions, denials, revocations, or interlock device requirements, and have no citations issued for operating a vehicle under the influence of alcohol or a controlled substance within one (1) year.
Must be able to pass pre-employment and random drug screening tests and background check.

Submit Applications and/or Resumes to:

**SALT RIVER LANDFILL
Attn: Leslie Peabody
4660 N. Beeline Hwy.
Scottsdale, Arizona 85256**

Do not send applications/resumes to SRPMC Human Resources Dept. For questions, please call 480-941-3427 ext. 490 or email lpeabody@srlandfill.com