



City of Livingston, Montana
Scale House Operator – Public Works – Full-time Year-round

Job Description:

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Scale House Operator** at the Transfer Station, within the Public Works Department. This is a full-time role in Public Works with primary duty assignment in the Solid Waste department greeting customers bringing refuse to the transfer station. The Scale House Operator is a detail-oriented and reliable member of the team. This position is a vital position working with the public.

To apply, please send resume and cover letter via email to [Cari Rubin, Human Resources Director at HR@LivingstonMontana.org](mailto:Cari.Rubin@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047

Work Location: In person at 330 Bennett St, Livingston, MT

Job Type: Full-time, year-round **Rate of Pay:** \$20.00 per hour

Shifts: regularly scheduled 40 hours per week Monday - Friday, 8:00 a.m. to 5:00 p.m., which will occasionally include Saturdays.

Full-time Benefits Include:

- Montana Public Employee Retirement Plan (PERS)
- Vacation accrual, sick accrual, and paid parental leave
- Holiday pay
- Medical, dental, vision, and life insurance with a generous monthly employer stipend
- Flexible Spending Accounts and/or Health Savings Account
- Employee assistance plan

Qualifications for Success:

- Ability to work well and communicate effectively with the public, coworkers, and managers.
- Must have high attention to detail with accuracy.
- Open the Scale House each morning, count cash till, and start all the equipment required for daily operations.
- Greet customers at weigh in and establish if they are a cash/credit/debit or charge account customer.
- Determine what each load contains, so the correct material is placed on the weigh-in ticket.
- Record incoming vehicle weight on the ticket.
- Direct customers to appropriate unloading areas, based on load contents.
- On customer return/exit, weigh out, record weight, and print ticket.
- Collect cash or credit/debit card payments or have charge account customers sign their ticket; whichever applies.
- Run monthly reports for superintendent.
- Run weekly reports for project manager.
- Run reports for customers on an as-needed basis.
- Add new charge account customers to the system as they are approved by finance.
- Add new material types to the system as needed and as directed by superintendent and/or director.

- Tasks that must be done daily at the close of each shift:
 - Run summary balance tapes on tickets from each payment category. Attach tape to each batch.
 - Count all cash in the till and run a tape.
 - Following training instructions subtract charge amounts from the total amount on till tape. Amount remaining should equal sales tape total. Attach cash from the day's sales to cash receipts.
 - Run daily close reports. Check against tape totals to make sure all amounts balance within each category.
 - Enclose all end-of-day reports and paperwork into a daily drop envelope to be turned in at the end of each shift.
 - Log off all computers and secure Scale House, including lights off, heat on, doors/windows locked.
- Ability to familiarize yourself with charge accounts and specific details that are to be applied to particular accounts.
- Learn and understand the process of what constitutes the differences in transfer station loads, recycling, dirt, concrete and green waste for residential and commercial.
- Ability to provide great customer service on the phone and in person using notes provided to give appropriate answers and phone numbers to inquiries regarding refuse, recycling, and County garbage vs City garbage.
- Keep Scale House office supplies stocked.
- Keep Scale House and Scale House restroom cleaned at least weekly and windows cleaned as needed.
- Change copier toner, as needed. Replace light bulbs on scale stop/go indicator, keep cell phone charged, take out scale house garbage, etc. on an as-needed basis.
- Shovel snow and apply de-icer to foot traffic areas surrounding Scale House, as needed.
- Performs other duties as assigned to assist with the daily operations for the Public Works Solid Waste Department.

Knowledge of:

- Good math skills to be able to balance accounts each shift.

Education/Certifications:

- High School Diploma or equivalent, preferred.

Requirements:

- Excellent written, verbal, and interpersonal skills and ability to follow oral and written instructions.
- Must be able to be punctual and have reliable, steady, daily work attendance.
- Strong organizational abilities and attention to detail.
- Computer literate with basic computer skills for data entry and ability to learn Scale House software.
- Good math skills to be able to balance accounts each shift.
- A valid Montana driver's license with an approved driving record.
- Customer Service – the nature of the work performed requires that the employee establish and maintain effective working relationships with city employees, outside contractors, and the general public.
- As a condition of hire, the final candidate will be required to successfully pass a criminal history and background check and motor vehicle driving check.

Physical Demands / Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form and in-person.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate scale, computers, phones, cash / credit machines.
- Sufficient hearing, with or without reasonable accommodation, to comprehend questions and instructions from others.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function in the performance of work, including stooping, bending, twisting, climbing, and walking.
- May frequently lift up to 10 pounds. May occasionally lift over 25 to 50 pounds with assistance.
- This job includes prolonged sitting and/or standing.
- The principal duties of this role are performed solo in the Scale House with constant exposure to outdoor environment when customers are at the window. Regular exposure to outdoor weather conditions and hazards.

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