

Beverly Materials/Plote Construction

Position Title: Scale Clerk

Department: Beverly Materials

Reports to: Aggregate Sales Manager

Exempt ☐

Non-Exempt ☒

I. Primary Function: (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

The primary responsibility of the Scale Clerk is, but not limited to, the ticketing of inbound dump load activities by performing the following duties below:

II. Major Duties and Responsibilities: (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Responsible for ticketing inbound loads of material by type and reconciling tickets daily.
- Recognizes material qualities and quantities for correct classification.
- Communication with yard personnel to establish delivery schedules according to factors such as truck capacities, delivery site and unloading time.
- Communication with dump inspector to insure the delivery is unloaded in the correct locations depending on type and quality.
- Enters trucks, orders, and scale readings and product receipts for inbound and outbound trucks in JWS.
- Receives cash payments for shipments from drivers and prepares reports of cash and charge sales.

III. Additional Responsibilities: (List additional non-essential duties which are nevertheless typically performed by the job incumbent. This is a list of some, but not all responsibilities.)

- Maintains radio contact with drivers to expedite deliveries.
- Runs daily and monthly activity reports.

IV. Required Skill/Knowledge: (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

Previous experience with record-keeping and file maintenance as well as cash handling and reconciliation.

Experienced with Microsoft Office ie Word, Excel and Outlook

V. Preferred Skills/ Knowledge: (Ideal skill set)

Working knowledge of State, Federal, and local laws and regulations governing operation of State certified truck scales principles and practices. Knowledge of company provided ticketing software such as JWS and others, preferred.

VI. Education Level / Required Certification:

High school diploma or Equivalent (GED).

VII. Problem Solving: (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Ability to apply common sense understanding to carry out detailed involved written or oral instructions. Ability to deal with problems involving variables in standardized situations.

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal:

External:

IX. Supervisory Responsibility/ Authority to: (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

N/A

X. Promotional Opportunities: (Possible Career Path)

XI. Job Share Yes ☒ No ☐

XII. Additional information:

Valid Illinois Driver's License and proof of auto insurance. Employee must maintain an acceptable driving record as defined in the company handbook. Independent travel is required. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly exposed to dust or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate. The individual must be able to work safely in close proximity of heavy equipment and on and off road trucks while on foot directing the activities of said vehicles.

Approvals:

Team Member _____

Date _____

Department Manager _____

Date _____

Human Resources _____

Date _____