

**SCALE OPERATOR/OPERATIONS ASSISTANT  
NEW RIVER RESOURCE AUTHORITY**

The New River Resource Authority (NRRRA) invites applications for the position of Scale Operator/Operations Assistant. This position is responsible for performing duties associated with receiving, inspecting and directing proper disposal of solid waste. Any combination of education and experience equivalent to graduation from high school supplemented with computer training and/or job related experience. The hourly rate is dependent on qualifications. The minimum entry-level hourly rate is \$17.25. The Authority offers a competitive benefit package.

**Application Process:**

Applications and a detailed job description may be obtained online at [newriverresourceauthority.org](http://newriverresourceauthority.org); in person at New River Resource Authority, 7100 Cloyd's Mountain Road, Dublin, Virginia 24084, or request at 540-674-1677.

Completed application, with references, should be mailed to:

**NEW RIVER RESOURCE AUTHORITY  
ATTENTION: MARJORIE ATKINS  
P.O. BOX 1246  
DUBLIN VIRGINIA 24084**

**Or email to:**

**[matkins@newriverresourceauthority.org](mailto:matkins@newriverresourceauthority.org)**

NRRRA will accept applications until the position is filled.

**NEW RIVER RESOURCE AUTHORITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER.**

**POSITION DESCRIPTION**  
**SCALE OPERATOR/OPERATIONS ASSISTANT**

**Responsibilities:**

This position is responsible for performing duties associated with receiving, inspecting, and directing proper disposal of solid waste. This position is established under the Fair Labor Standards Act (FLSA) and is performed under the general supervision of the Manager and the Operations Foreman.

**General Duties:**

- Operates landfill scales, keeps accurate records, and prepares weekly required operations reports. Collects and maintains scale daily cash fund.
- Assists and provides information to the public when receiving individual waste.
- Provides customers with proper assistance with disposal and recycling operations at NRRRA.
- Visually inspects waste.
- Performs ground/housekeeping such as site maintenance activities involving physical labor, cleaning, and maintenance of Authority's buildings.
- Assists with removal of litter from facility.
- Cleans and maintains Customer Convenience Area.
- Cleans and maintains facility roads signs.
- Drives the Authority's vehicles on errands.
- Attends safety training and reports unsafe conditions to supervisor.
- Informs supervisor of any violations at the landfill, orally and/or in writing.
- Other duties as assigned.

**POSITION DESCRIPTION  
SCALE OPERATOR/OPERATIONS ASSISTANT**

**Knowledge, Skills and Abilities:**

General knowledge of scale operations; landfill operations; and Authority policies and procedures. Knowledge of methods and practices for the operation of tools, machinery and equipment used. Understanding of occupational hazards involved and precautions required for the safe use of equipment, tools and supplies. Knowledge of traffic laws and regulations governing use of equipment and motor vehicles. Ability to understand and follow oral and written instructions including maintenance procedures. Must be capable of performing productive work without immediate supervision. Ability to deal with the public in a polite and effective manner regarding disposal and billing of refuse at the landfill; ability to operate simple electronic scale instruments; ability to perform simple arithmetic calculations and keep accurate records for monthly billing; ability to understand and follow specific oral instructions; ability to resume responsibility for securing the landfill during scheduled breaks and at night; ability to communicate on the two-way radio.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from high school supplemented with computer training and/or job-related experience.

**Special Requirements:**

Must have a valid driver's license from the state of residence.

**Salary:** Band 2