

**Material Innovation and Recycling Authority**  
**Scale Operator/Enforcement Specialist**

**Reporting Relationship**

Reports to the Director of Recycling & Enforcement

**40-hour work week schedule**

**Essential Job Functions**

Handles daily customer interaction at the Authority's facilities; accepts municipal solid waste and recyclables from MIRA customers and operates scale recording computer devices. Prepares weight transaction tickets for all customers having waste disposal permits with MIRA. Also observes and reports to management the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract. Examples of Duties are:

- Routinely performs scale weighing of all MIRA permitted waste & recyclable haulers accessing the specific facility (transfer station, recycling facility or waste processing facility) daily.
- Performs routine checks of incoming waste and recyclables at various Authority facilities to ensure that all waste meets Authority regulations and is delivered under a valid customer agreement; turns back vehicles and/or waste materials not meeting Authority regulations.
- Communicates with haulers (as directed) on MIRA regulations and procedures, and violations thereof (and related penalties).
- Maintains records of any hauler violations, vehicle tare weights, and makes recommendations regarding the restriction of repeated violators.
- Monitors and reports on the daily activities of the MIRA contracted operators of the specific facility, to ensure they are following through with the operating contract requirements.
- Additional duties as assigned by Supervisor.

**Physical Requirements for Position**

- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time. Ability to stand for long periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and Supervisors.
- Ability to work in various inclement weather conditions including severe cold and warm temperatures.

**Knowledge, Skills, and Experience**

- High school diploma plus 3 years of customer service experience in a related field.
- Proficient in performing weigh station and scale operations duties as required or directed on a daily basis; ability to operate scale recording computer devices.

- Knowledge of inspection techniques.
- Knowledge of solid waste management principles and practices related to waste facilities, and transfer station operations.
- Ability to enforce Authority rules and regulations regarding facility use with firmness and tact and to establish and maintain effective working relationships with contractors, customers, vendors, associates, superiors, and the general public.
- Organized record keeping skills.

**FLSA Status- Non-Exempt**