

**BINGHAM COUNTY**  
**DEPARTMENT of HUMAN RESOURCES**

501 North Maple #202  
Blackfoot, ID 83221

David lane, Director  
Laraine Pope, Technician

Phone #: (208) 782-3110  
Phone #: (208) 782-3111  
Fax #: (208) 782-2681

April 20, 2017

**Position:** Scale House Operator (Full-time)  
**Salary:** \$11.39/hr  
**Closing Date:** May 5 2017 at 5:00 p.m.

**Purpose of Class/Primary Function**

The primary function of an employee in this class is to provide customer service to the public, monitor and record loads dumped, perform cash management duties, and perform office and recordkeeping duties. Work is performed under the supervision of the Transfer Station Supervisor with a lead worker available to answer questions or resolve issues; the principal duties of the position are performed in a scale house, general office and in an outdoor environment with exposure to landfill hazards and odors.

**Minimum Requirements**

Must have a high school diploma or GED certificate
One year of customer service experience is preferred

**Employment Requirements for a Scale House Operator**

Must be able to answer telephones, greet the public, inquire about load origination and contents according to landfill regulations
Must be able to direct public to appropriate dump site
Must be able to explain the policies and procedures
Must be able to calculate and collect customer fees
Must be able to complete appropriate record of each load dumped
Must be able to manage cash and charges, including balancing the receipts at the end of shift
Must be able to monitor customer activities for compliance to rules and regulations of the landfill
Must be able to keep the scale house in orderly and clean condition
Must be able to perform all work duties and activities in accordance with County policies, procedures, and safety practices
Must be able to shovel snow
Must be able to perform office work as needed
Must be able to perform other related duties as required
Must be able to interact with co-workers and patrons in a diplomatic way
Must be able to lift 25 lbs occasionally
Must be able to work in inclement weather
Must be able to complete paperwork in a legible manner

## **Items that must be attached to the Application**

A copy of your valid Idaho Driver's License
---------------------------------------------

## **How To Apply**

A detailed job description and application may be picked up at the Bingham County Department of Human Resources, 501 N Maple, Room 110 or visit our website at [www.co.bingham.id.us](http://www.co.bingham.id.us). You may leave your application and resume at the address listed above by the closing date and time. Applications may be mailed to this address: Bingham County Human Resource, 501 North Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, the postmark must be dated by the closing date of this job posting. You may also fax the paperwork to Human Resources by the closing date and time: (208) 782-2681 or you may email it to [lpope@co.bingham.id.us](mailto:lpope@co.bingham.id.us).

The back page of the Application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID to the Courthouse and HR will notarize this page for you.

**A Resume submitted without the application will not be considered for the position.**

**If your application is not complete or does not have the required documentation, you will not be considered for this position.**