**SCALE HOUSE OPERATOR/MERCHANDISING YARD SUPERVISOR**

**Position Objective**

The purpose of this position is to collect load weights, manage roundwood inventories through the scale house, and to accurately collect/track all pertinent data for the purpose of maintaining weekly records and reports.

**Reports To:** Operations Manager

**Essential Functions**

Expectations

* Punctual – open and close the scale house.
* Salary Position with expectation of 45 hours/week, 4-5 days.
* Data integrity – no data entry errors.
* Insure wood quality is within specifications

Duties Include

* Weigh incoming and outgoing loads to SILC c-yard, Orion Timberlands, PWP, and MWC.
* Enforce wood quality specifications.
* Inspect data for consistence and correctness.
* Maintain scale house information database and computer software
* Maintain accurate inventory records for c-yard and PWP.
* Create timely scale reports for SILC, Orion Timberlands, and our customers.
* Inspect scales daily for any problems or maintenance issues.
* Communicate information with truck drivers and mill yard personnel.
* Keep informed on all scaling laws, regulations, and company policies including certification chain-of-custody (SFI, FSC, and PEFC).

Skills Required

* Proficient computer skills (Database, Excel, Word)
* Proficient at math
* State of Maine Scaling License or the ability to get one
* Tree species identification
* Customer service
* Mechanically inclined

Physical Requirements

* Sitting for many hours
* Operating a computer
* Occasional trips outside to the yard – regardless of weather
* Environment can be dusty, muddy, etc.

Please note this job description is not guaranteed to include a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job, due to the changing nature of technological issues. Duties, responsibilities, and activities may change at any time.