

## SCALE HOUSE COORDINATOR

**Classification:** Hourly Non-exempt Seasonal  
**Reports to:** Foreman

**Location:** Trew Stone, LLC Deerfield  
**Revised:** March 2017

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### Position Summary:

The scale house coordinator works to ensure the scale which often handles over 100 loads per day from company trucks, hired haulers, and stone deliveries is running efficiently and maximizing production at the plants as well as on the job sites. Coordinating the scale requires frequent communication with truck drivers, dispatch, plant operators and job foremen. Responsible for maintaining the scale so that it is free from snow and debris.

### Essential Functions:

The following list is intended to be exemplary of the demands of the position however it is not exhaustive of all day-to-day functions. The incumbent will be required to perform any or all of the following in a given day, week or season:

1. Answering the requests and assisting job foreman, dispatch, truck drivers and customers in a professional and efficient manner.
2. Weighing trucks and maintaining proper documentation for billing.
3. All WB truck scheduling and directing trucks as well as stone deliveries.
4. Maintaining a log of trucks entering and leaving the scale house.
5. Maintaining hired truck rates and approving invoices.
6. Managing billing problems and working with vendors for prompt payments.
7. Maintain and help drivers with scale kiosk.
8. Tracking and recording driver time sheets and submitting to payroll.
9. Weekly scale check
10. Other duties as assigned.

### Work Conditions

The noise level in the work environment is typical for an office environment.

### Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, talk, listen, see and smell. The employee is frequently required to climb or balance, stoop, kneel, bend, crouch or crawl and lift 10 pounds. The employee will occasionally lift and/or move up to 25 pounds.

### Position Requirements:

High school diploma or equivalent. Knowledge of DOT rules and regulations. Computer literacy required, with proficiency in Microsoft Office software. Must possess strong written and oral communication skills. Prior industry experience preferred. Must pass a physical and drug

screen. Must have a valid driver's licenses. Must possess sound judgment ability, and ability to analyze MSDS sheets.

**Supervisory Scope:**

None.

**Independent Action:**

Performs work independently within scope of established guidelines and practices. Consults with Foreman where clarification or exception to procedure may be required.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.