



Job Title: Scale House Operator

Reports to: Operations Manager

Location: Biomass Plants

**Job Responsibilities:**

- Oversee the proper day-to-day scale house and fuel receiving operations and maintain system cleanliness and preservations.
- Responsible for operating the weigh scales fuel sampling system, moisture analyzer and the computer system utilizing the Paradigm software application.
- Ensure all inbound trucks scale in properly: This includes driving speeds, lift axel positions, and signing in and out on the scale computer system. Directing traffic of all deliveries to ensure the system is operated in a safe and proficient manner and verify product logged is the same as product delivered.
- Maintain the scale house cleanliness: This includes sweeping the floors daily, emptying the trash daily, keeping all counters and horizontal surfaces clean and free of dust, keeping the approach to the scale house swept clean and free of excess snow or ice build-up.
- Maintain the plant scale: This includes keeping the scale swept off on a daily basis, ensuring the scale weather seals are in place, keeping the scale free of snow and ice buildup, reporting any problems that arise with the unit to your immediate supervisor.
- Perform routine inspections of fuel receiving systems: this system includes the truck dump decks, hoppers, hydraulic systems and fuel conveyors. This also requires at least twice a day cleaning up any spilled fuel from any of these systems and/or from any incoming fuel suppliers.
- Troubleshoot fuel system trips: This includes any trips on the truck dumping devices, fuel conveyors, magnet systems, metal detectors, disc screen, wood hog and reporting any such problems to your immediate supervisor.
- Training on the different plant systems: This includes training on scale systems, fuel receiving and handling systems, plant safety and qualification procedures, heavy equipment qualifications and operations. It also includes working with the maintenance and operations departments as designated per your supervisor.
- Assist with preparation of wood fuel management reports.
- Perform wood fuel inspections for regulatory compliance, contract compliance & operational reporting.



- Adhere to all safety regulations.
- Assist other personnel as needed and maintain a team environment with all other plant departments.

**Requirements:**

- High school diploma preferred – GED acceptable.
- Valid state driver's license
- Ability to read and interpret documentation such as technical manuals, operating and maintenance manuals, and operations procedures.
- Ability to write routine correspondence and reports.
- Ability to communicate effectively with coworkers, contractors, and suppliers.
- Knowledgeable & comfortable with working on a computer.
- Knowledge or ability to learn power plant safety, especially in areas such as chemical handling, high energy systems, confined spaces, incipient fire suppression, first aid, rotating machinery, and heavy equipment operations.
- Ability to learn to operate valves, switches, controls, keyboards and other devices associated with power plant and material handling equipment, as well as basic hand, portable and pneumatic tools and basis rigging equipment.