

Position Opening

ph: (480) 850-5757

Position:	Scale Operator Temporary Part-Time (Shift 6 a.m. - 2 p.m.)	Location:	Multi Locations
Opening Date:	Feb 13, 2023	Grade:	2
Closing Date:	Until Filled	Wage:	doe

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

The first point of contact with customers and trucking vendors in the Aggregate shipping process which includes documenting of truck weights, ticketing trucks entering or leaving the designated plant, tracking orders and obtaining appropriate signatures in a timely manner.

Please see below a brief summary job description.

Essential Requirements:

- Required and predictable attendance
- Sit for extended periods of time bend and perform repetitive motions with hands and arms
- Work within limited space
- Work extended hours at times
- Work various Plant Sites and schedules including overtime, holidays, call outs, and weekends as needed

Knowledge, Skills and Abilities:

- Excellent phone and interpersonal skills; be able to communicate with customers, drivers, and co-workers in a courteous and professional manner
- Obtain the Arizona Department of Weights & Measures Deputy Weight Master Certification
- Dependable and self-motivated
- Ensure Drivers/Plant Visitors have updated "Site Specific"
- Able to read, write and communicate clearly for documentation and customer relations
- File numerically and alphabetically
- Basic computer knowledge in Microsoft Word, Excel and Outlook
- Perform basic math and accounting skills
- Function under deadlines handling multiple tasks for multiple personnel

Duties and Responsibilities:

- Maintain a safe working attitude and comply with all SRMG and customer safety policies and procedures
- Understand and follow company policies and procedures
- Obtain and maintain Deputy Weight Master Certification
- Accurately record truck weights, orders and sales
- Obtain knowledge of aggregate materials and truck types
- Accurately file and maintain tickets in accordance with Arizona Department of Weights & Measures
- Use Command Data Software proficiently
- Maintain a clean and organized work environment
- Perform any other assigned work incidental to this classification



SRMG / Salt River Sand & Rock
8800 E Chaparral Rd Ste 155
Scottsdale AZ 85250

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Position Opening

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to tfarkash@srmaterials.com.

External Applicants-please complete an application on our website www.srmaterials.com, email to tfarkash@srmaterials.com or fax 480-850-4317.

Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.