

**SCALE OPERATOR/OPERATIONS ASSISTANT  
NEW RIVER RESOURCE AUTHORITY**

The New River Resource Authority (NRRA) invites applications for the position of Scale Operator/Operations Assistant. This position will be responsible for performing duties associated with receiving, inspecting directing proper disposal of solid waste and performing ground/housekeeping such as site maintenance activities involving physical labor, cleaning, and maintenance of Authority's buildings. Any combination of education and experience equivalent to graduation from high school supplemented with office/computer training and/or job-related experience. The salary is dependent on qualifications. The minimum entry-level salary is \$29,875.00. The Authority also offers a competitive benefit package.

**Application Process:**

Applications and a detailed job description may be obtained at New River Resource Authority, 7100 Cloyd's Mountain Road, Dublin, Virginia 24084 or request at 540-674-1677 or from [matkins@newriverresourceauthority.org](mailto:matkins@newriverresourceauthority.org).

Completed applications, with references, should be mailed to:

**NEW RIVER RESOURCE AUTHORITY  
ATTENTION: MARJORIE ATKINS  
P.O. BOX 1246  
DUBLIN VIRGINIA 24084**

**Or email to:**

**[matkins@newriverresourceauthority.org](mailto:matkins@newriverresourceauthority.org)**

NRRA will accept applications until the position is filled.

NEW RIVER RESOURCE AUTHORITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER.



## APPLICATION FOR EMPLOYMENT

7100 CLOYDS MT RD  
POB 1246  
DUBLIN VA 24084  
PHONE: 540-674-1476  
FAX: 540-674-1431

New River Resource Authority is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, age, gender, gender identity/expression, sexual orientation, national origin, political affiliation, pregnancy, childbirth or related medical conditions, marital status, disability or status as a veteran or other status protected by law. Applications are considered active for no more than six months and after that period it may be necessary to reapply to be considered for employment.

### PERSONAL:

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Number & Street City State

Position Sought \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Date Available \_\_\_\_\_ Hourly Rate Required \_\_\_\_\_ Phone Number \_\_\_\_\_

DOB \_\_\_\_\_ CDL \_\_\_\_\_ yes \_\_\_\_\_ no

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4 Diploma: \_\_\_\_\_ Yes \_\_\_\_\_ No G.E.D.: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_ Year Graduated: \_\_\_\_\_

### Other Training or Degrees:

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

### PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held \_\_\_\_\_ State of Virginia License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_ Other Professional Memberships \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, gender and sexual orientation, religion, national origin, ancestry, age, disability, marital status, veteran or any other protected status).

Have you been convicted of any offense other than a minor traffic violation? \_\_\_\_\_ If yes, please explain and provide dates of conviction. A conviction does not automatically mean you cannot be hired. The type of conviction(s) and how long ago are important.

SKILLS:

Office: Data Entry ☐ Excel or other spreadsheet ☐ Database

Typing speed \_\_\_\_\_ wpm.

Word Processing ☐ WordPerfect ☐ MSWord Other \_\_\_\_\_

Other Software Skills \_\_\_\_\_

Have you ever been employed in any facility of **NRRA**?

If so, please state facility name and location and dates of employment— Yes ☐ No ☐

Reason for leaving \_\_\_\_\_

Are you related to anyone working at NRRA? \_\_\_\_\_ If yes, relation: \_\_\_\_\_

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? ☐ Yes ☐ No

If any employment was under a different name, indicate name \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr)

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT ☐ PT ☐ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr)

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT ☐ PT ☐ No. of Hrs. \_\_\_\_\_

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Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT ☐ PT ☐ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr)

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT ☐ PT ☐ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_

**PROFESSIONAL REFERENCES ONLY:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Relation \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Relation \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
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Phone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Relation \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize NRRRA to verify their accuracy and to obtain reference information on my work performance. I hereby release NRRRA from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing and employment decision on such information

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that certain positions require additional pre-screening and agree to submit to such pre-screening actions and that such pre-screening is not an offer of employment.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the NRRRA. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either i or the NRRRA may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

## **POSITION DESCRIPTION SCALE OPERATOR/OPERATIONS ASSISTANT**

### **Responsibilities:**

This position is responsible for performing duties associated with receiving, inspecting, and directing proper disposal of solid waste. This position is established under the Fair Labor Standards Act (FLSA) and is performed under the general supervision of the Administrative & Compliance Manager.

### **General Duties:**

- Operates landfill scales, keeps accurate records, and prepares weekly required operations reports.
- Identifies illegal waste (as defined by the Authority, State and Federal regulations) at landfill entrance and takes appropriate action. Directs waste generators to proper disposal areas in accordance with established control procedures.
- Assists and provides information to the public when receiving individual waste.
- Provides customers proper assistance with disposal and recycling operations at NRRA.
- Visually inspects waste for prohibited materials
- Collects and maintains receiving station daily cash fund.
- Performs ground/housekeeping such as site maintenance activities involving physical labor, cleaning, and maintenance of Authority's buildings
- General site maintenance including painting and minor carpentry
- Removal of visible litter from facility and surrounding areas
- Cleans and maintains Customer Convenience Area.
- Cleans and maintains facility roads signs and removes debris from ditches
- Maintains landscaping and vegetation; mows and waters grass, plants flowers, trees, and shrubs as approved, cuts brush and trees to keep roads and utility access clear of obstructions
- Drives the Authority's vehicles on errands
- Attends safety training and reports unsafe conditions to supervisor.
- Performs other tasks related to facility maintenance, as required
- Performs minor maintenance on landfill scales and associated facilities.
- Informs supervisor of any violations at the landfill, orally and/or in writing.
- Other duties as assigned.

## **POSITION DESCRIPTION SCALE OPERATOR/OPERATIONS ASSISTANT**

### **Knowledge, Skills and Abilities:**

General knowledge of scale operations; landfill operations; and Authority policies and procedures. Knowledge of methods and practices for the operation of tools, machinery and equipment used. Understanding of occupational hazards involved and precautions required for the safe use of equipment tools and supplies. Knowledge of traffic laws and regulations governing use of equipment and motor vehicles. Ability to understand and follow oral and written instructions including maintenance procedures. Must be capable of performing productive work without immediate supervision. Ability to deal with the public in a polite and effective manner regarding disposal and billing of refuse at the landfill; ability to operate simple electronic scale instruments; ability to perform simple arithmetic calculations and keep accurate records for monthly billing; ability to understand and follow specific oral instructions; ability to resume responsibility for securing the landfill during scheduled breaks and at night; ability to communicate on the two-way radio.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school supplemented with computer training and/or job-related experience.

### **Special Requirements:**

Must have a valid driver's license from the state of residence.

**Salary:** Band 2