

## Scaler Job Description

### **Position Details:**

#### **Major Responsibilities:**

- Process all incoming log trucks and by-product shipments as defined by sawmill standard operating procedures (SOP's)
- Inspect all log trucks using established guidelines for log grading and document all grading activities as needed
- Communicate with sawmill operations, procurement foresters, and procurement regional managers as needed on log quality control issues
- Follow all established SOP's concerning overweight loads, spreading loads of logs, and rejection of loads
- Assist log procurement and sawmill in data collection, log inventory management, and process improvement as needed
- Prepare daily log receipt and by-products shipments reports as needed
- Perform any other duties as deemed necessary including data collection, training, and report production
- Where appropriate check lumber shipments and documentation for accuracy

#### **Required Competencies:**

- Must act with integrity and a positive attitude with all external parties
- Must have a good safety and attendance record
- Must be a self-starter with the ability to perform tasks with minimum supervision
- Must have the ability to operate general office equipment
- Administrative and computer skills are required
- Must be able to work flexible hours
- Must have excellent verbal communication skills and the ability to give undesirable information in a positive manner
- Must be able to manage multiple tasks
- Must have an understanding of log quality characteristics as they relate to lumber production

#### **The ideal candidate will possess the following preferred qualifications:**

- Minimum - High School Diploma or Equivalent
- Preferred – Associates Degree in Forestry or related field