

SOLID WASTE SPECIAL SERVICE DISTRICT #1

JOB DESCRIPTION

EQUIPMENT OPERATOR I

Duty:	Regular, Full-Time	Wages: Hourly \$15 to \$18 to start, depending on experience and qualifications
Position:	Non-Exempt	Benefits: Health, dental, vision, & life insurance, vacation and sick leave, Utah Retirement Systems benefits

GENERAL SUMMARY

Under direct supervision of the Facilities Supervisor/Operations Manager, the Equipment Operator I performs a variety of unskilled and semi-skilled labor and maintenance functions, ranging from gatehouse attendant, recycling technician, transfer station operator, litter control, and heavy equipment operation. Must work effectively with the public and manage cash and charge transactions. Must have personal vehicle and a valid Utah driver's license (mileage will be reimbursed at standard rate, where applicable). Initial training is conducted by the District and employee is required to attend refresher courses as required. Typically an employee begins at Equipment Operator I and is promoted to Equipment Operator II once the appropriate level of knowledge, skills, and experience are obtained.

ESSENTIAL FUNCTIONS

Landfills & Transfer Station:

- Open and close facilities and log in waste loads, requiring reliability and punctuality to maintain the District's facilities for acceptance of waste from the public and commercial customers.
- Visually inspects loads for items permitted/not permitted in the landfills; rejects unacceptable materials or loads, conducts and documents random load inspections in accordance with landfill permits and District policies and procedures.
- Measure vehicle loads, collect fees, compute and record required information which may include cubic yardage, amount of fee, type of vehicle, time, license plate number and state of issue, county of residence, type of waste, waste source, account name, driver's certification signature and landfill operator's certification signature. Weigh or measure vehicle loads and calculate either net weight or cubic yards for disposal based on waste type.
- Balances and secures cash and receipts on a daily basis; deposits cash and checks received on a daily basis at the District's banking establishments.
- Operates a variety of heavy and light equipment to move dirt, cover compacted areas, open road ways for access, move other equipment/sheds/tanks as directed, and other operational needs utilizing loaders, scrapers, skidsteers, forklifts, light duty utility trucks, and other over the road vehicles.
- Performs and documents daily pre-trip and post-trip inspections and greases all equipment in accordance with District policies, procedures, and established preventative maintenance intervals. Assists in basic maintenance when requested (e.g., oil changes).
- Reports mechanical defects, issues, and problems to District Facilities Supervisor/Operations Manager; collaborates with internal and external mechanics to identify and troubleshoot mechanical issues.
- Implements landfill waste management policies as directed by the Facilities Supervisor, Operations Manager, and District Manager
- Monitors the condition of roads into and inside the facilities area and picks up any windblown debris or litter within and outside of landfill perimeters on a routine basis.
- Completes daily logs, inventory tracking sheets, and other documentation forms in accordance with District policies and procedures.

Recycle Center:

- Operates a variety of stationary and non-stationary equipment (forklifts, loader, baler) while performing and documenting daily pre-trip and post-trip inspections and greases all equipment in accordance with District policies, procedures, and established preventative maintenance intervals. Assists in basic maintenance when requested (e.g., oil changes).
- Reports mechanical defects, issues, and problems to District Facilities Supervisor; collaborates with internal and external mechanics to identify and troubleshoot mechanical issues.
- Completes daily logs, inventory tracking sheets, and other documentation forms in accordance with District policies and procedures.
- Opens and closes recycle center including customer drop off, maintains inventory sheets, operates equipment to move materials on site for either temporary storage or to be fed into baler(s) for processing or storage awaiting shipping, loads processed materials into either van or open deck trucks per assigned inventory list, prepares daily work sheets detailing production, and maintains recycle drop off area.
- Monitors the condition of the center, the drop off, storage locations, and loading areas and maintains said areas by cleaning up windblown litter, placing finished product in orderly fashion after documenting weights on each shippable item as well as documenting daily reports.
- Measure vehicle loads, collect fees, compute and record required information which may include cubic yardage, amount of fee, type of vehicle, time, license plate number and state of issue, type of commodity, account name, driver's certification signature and operator's certification signature.
- Balances and secures cash and receipts on a daily basis; deposits cash and checks received on a daily basis at the District's banking establishments.

General:

- Maintains a safe, organized, and clean working environment; identifies, reports, and supports the elimination of hazards, where applicable.
- Works under a safety first mentality, both individually and as part of a team.
- Adheres to District Health and Safety Plan, including District operational policies and procedures.
- May assist in training new employees, supervising specific work projects, maintaining supply inventories, and/or being on call for emergencies during off-duty hours or being on-call for normal work requirements for Saturday or holiday operations.
- Assumes additional related duties and responsibilities as directed by the Facilities Supervisor or District Manager.

ENVIRONMENTAL FACTORS

- May be exposed to varying weather conditions; noise levels, dust levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste or mechanical hazards associated with an heavy equipment operational environment.
- Work conditions are typically in an industrial warehouse and/or outdoor construction type setting and may include standing and walking on level and uneven surfaces, twisting, sitting, climbing stairs and/or ladders, bending, pushing, pulling, crouching, reaching, bending and crawling, grasping, dragging, lifting and carrying items weighing 50 pounds or more. May work above shoulder level with power and/or hand tools weighing 15 pounds or less and in semi-confined spaces
- Requires meeting the physical requirements of the positions and have mobility, hearing, sense of smell, visual acuity, and dexterity levels appropriate to the duties to be performed.
- Work may have to be performed outside in all types of weather in the event of an emergency repair where equipment cannot be brought to a more sheltered environment (e.g. maintenance shop).
- Works in variable weather conditions and unpredictable circumstances with appropriate safety devices and personal protective equipment (PPE). Expected exposure to municipal garbage and construction and demolition debris, which requires the ability to lift 50 pounds or more.

- Talking, hearing, and seeing are essential to performing job requirements. Common eye, hand, and finger dexterity are required for most essential functions. Some mechanical abilities required.

MINIMUM QUALIFICATIONS

- Ability to work unsupervised, strictly enforce District policies, and interact effectively with the public, commercial customers, and District contractors; ability to exercise sound judgment and make decisions in possible unpredictable circumstances; ability to establish positive working relationships with other employees and the public.
- Ability to perform basic math computations such as cubic yardage, volume of cylinders and rectangles, calculation of weights (e.g., pounds to tons), rounding; ability to be trained to operate construction equipment; some knowledge of general maintenance and repair.
- High school diploma or G.E.D. with a minimum of one (1) year of heavy equipment operation experience desired.
- Knowledge of safety procedures and practices necessary while operating or repairing vehicles and equipment
- Ability to effectively communicate needed repairs or tasks, to diagnose possible defects on a variety of equipment and vehicles, and to read and comprehend service and technical information.
- Must obtain and maintain First Aid and Cardio Pulmonary Resuscitation (CPR) certifications.
- Possess valid Utah driver’s license.

MANDATORY PROGRAM PARTICIPATION

- This position requires the use of safety and personal protective equipment.
- This position may require a baseline auditory test and annual inspection thereafter
- This position requires participation in the District drug and alcohol testing program

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE INCUMBENT IN THE POSITION.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Solid Waste Special Service District #1 is an EEO/ADA employer.

Received by: _____

Date: _____

Print Name: _____