

SOLID WASTE SPECIAL SERVICE DISTRICT #1

JOB DESCRIPTION

EQUIPMENT OPERATOR-II

Duty: Permanent, Full-Time

Wages: Hourly \$16.50 - \$25.00

Position: Non-Exempt

General Summary

The Equipment Operator II performs a variety of unskilled and skilled labor and maintenance functions and assists District Manager or Facilities Supervisor in certain technical, administrative, and supervisory functions, as directed. Must deal effectively with the public and manage cash and charge transactions. Must have own vehicle and a valid Utah driver's license (mileage will be reimbursed at standard rates). Undergoes initial training by the District and attends refresher courses as required. Position is under the direct supervision of Facilities Supervisor or District Manager but the individual is expected to be self disciplined and able to work under remote supervision instead of daily in person. Typically an individual begins at Equipment Operator I and is promoted to Equipment Operator II within six to twelve months of hire unless the individual has had previous comparable experience.

Essential Functions:

Landfills:

1. Open and close landfill and log in waste loads requiring reliability and punctuality to maintain the District's landfills for acceptance of waste from the public and from District contractors.
2. Visually inspects loads for items not permitted in the landfills; rejects unacceptable materials or loads, conducts and documents random load inspections.
3. 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, cubic yards or gallons for disposal based on waste type.
4. Balances and secures cash and receipts nightly.
5. Operates a variety of heavy and light equipment to move dirt, compact trash, cover compacted areas, open road ways for access, move other equipment/sheds/tanks as directed, and other operational needs utilizing mid size loaders, dozers, scrapers, trash compactors, forklifts, blades/maintainers, light duty utility trucks, and other over the road vehicles.
6. Implements landfill waste management policies as directed by District Manager; may operate equipment as required to manage waste pile(s). Participates in work projects to clean up windblown debris either on site or off site.
7. Monitors the condition of roads into the landfill area and picks up any debris or waste within sight of the road.

Recycle Center:

8. 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 to keep containers from becoming overfull.
9. 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.
10. 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.

Weigh or measure vehicle loads or materials (e.g. e-waste) and calculate either net weight or cubic yards and assess the correct charge due.

11. Balances and secures cash and receipts nightly.
12. Operates a variety of stationary and non stationary equipment (forklifts, loader, baler) and maintains the vehicles at operational level, annotating any repairs required. Assist in basic maintenance when requested (e.g. oil changes).

Compost:

13. Operates composting operation in accordance with operating plan including using equipment to prepare composting pad and windrow/piles, turn materials as required, document actions, assist in screening final product, and prepare for sale.
14. Measure vehicle loads, calculate and collect fees, computes and records required information, balances and secures cash and receipts, nightly.

General:

15. Checks and services assigned equipment as directed; reports mechanical problems for shop repair (under guidance of assigned mechanic, complete minor repair and maintenance work).
16. May assist in training new employees, supervising specific work projects, maintaining supply inventories, reading and interpreting engineering plans and specifications, and/or being on call for emergencies during off duty hours or being on-call for normal work requirements for Saturday or holiday operations.
17. Maintains a safe and clean working environment.
18. Assumes additional related duties and responsibilities as directed by District Manager.
19. Maintains knowledge of area waste management facilities and operations for landfilling, composting, and recycling.
20. Keeps current on State and National waste management (solid waste, compost, recycling, hazardous wastes) trends and research as well as laws and regulations.

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 open automotive shop environment.
- Work conditions are typically in an industrial warehouse and/or 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 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).
- Exposure to municipal solid waste (garbage), construction/demolition debris, recyclable materials and other trash is an intricate part of the job duties.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D. and a minimum of three (3) years of experience in heavy equipment operations, of which one (1) year minimum required in landfill, transfer station, or recycling operations. Experience must demonstrate minimal supervision required for at least one year in conjunction with landfill, transfer station or recycling operations experience.
- Knowledge of safety procedures and practices necessary while operating or repairing vehicles and equipment
- Skill in operating tools, equipment (OTR and heavy), parts and procedures utilized during the equipment operations and basic operator servicing and maintenance of vehicles and equipment

- Ability to effectively communicate requirements to a wide variety of customers on solid waste and recycling operations, including explanation of permit requirements. Must be able to read and comprehend service and technical information
- Ability to complete required paperwork to accurately document repairs, utilization of parts and associated repair times including ability to do basic mathematical functions of multiplication, division, addition, and subtraction.
- Must possess basic computer skills in a Microsoft™ windows environment to include data entry and ten key operations as software to be utilized includes spreadsheets and database entry
- Able to perform math computations such as calculating and converting cubic yards, tonnages, gallons, determine appropriate charges with rounding, determine volume of cylinders and rectangles, and complete bank deposits, documentation, and other related mathematical calculations.
- Must obtain and maintain First Aid and Cardio Pulmonary Resuscitation (CPR) certifications.
- Possess valid driver's license.

MANDATORY PROGRAM PARTICIPATION

- This position requires use of safety and personal protective equipment.
- This position may require a baseline auditory test and annual inspection thereafter.
- This position requires participation in 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: _____