

## **EQUIPMENT OPERATOR**

The purpose of this Job Description is to outline the responsibilities of an Equipment Operator, to define the areas of review to be covered during a performance evaluation and to list the minimum requirements for filling this position.

### **RESPONSIBILITIES**

In summary, the Equipment Operator shall report to the Operations Manager or Environmental and Regulatory Compliance Manager as determined by site and shall operate and maintain heavy earth moving equipment, over-the-road vehicles and other rolling or stationary equipment in a safe and efficient manner. The operation and maintenance can apply to the following equipment: Track Bulldozers, track and rubber tired loaders, landfill compactor, graders, scrapers, rollers, excavators, backhoe, forklifts, off-road trucks, pick-up trucks, snowplows, rural collection system roll-off trucks and containers, spreaders, pumps, truck tractor and trailers, shredders, conveyors, screens, pelletizers, acetylene, welding equipment, compressors, mowers, grinders, and any other hand tools. The operation of all equipment shall be to satisfy requirements for a properly operated solid waste facility. These responsibilities include the use of tools and machinery needed to maintain equipment and keeping the written logs for equipment maintenance. At times these responsibilities may shift to other NTSWA Waste Management activities, at which time the Equipment Operator is expected to fulfill these duties.

### **SPECIFIC DUTIES**

1. Pushing, compacting, and covering refuse daily.
2. Maintaining the correct slopes of the landfill.
3. Keeping the dump area and work area clean and free of debris.
4. Picking up litter.
5. Constructing and maintaining litter control structures.
6. Maintaining all erosion and sediment control structures; grassed areas and landscaping.
7. Constructing and maintaining access and haul roads.
8. Excavating dumping areas, hauling cover and road material.
9. Construct and install new landfill and waste processing components such as liners, piping, manholes and other appurtenance.
10. Removing recyclable materials from disposed refuse.
11. Grinding tires and wood waste, occasionally at off site locations.
12. Making repairs on buildings.
13. Keeping the equipment clean.
14. Responsible for directing traffic and assisting customers.
15. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to: ear protection, eye protection, dust mask, gloves, ect.
16. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics.

17. Perform other duties as assigned by the Operations Manager and the Executive Director.

## **QUALIFICATIONS AND REQUIREMENTS**

1. High School diploma or the equivalent.
2. Four years of experience in heavy equipment operation and maintenance preferred ( 2 years of training may be substituted)
3. PA Drivers License and must meet pre-employment MVR check in accordance to NTSWA policy and annually thereafter. (Pennsylvania Class A Drivers License preferred)
4. Ability to understand engineering drawings, maps, flow charts, maintenance instructions.
5. Knowledge of the use of survey stakes and markers, welding, ect.
6. Knowledge of PA DEP Solid Waste rules and regulations.
7. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments and rigorous physical labor conditions including occasionally lifting up to 70 pounds.
8. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.
9. Must be able to pass pre- employment drug and alcohol testing and random, reasonable suspicion, and post accident testing after employment.
10. Be a reliable and conscientious employee
11. Ability to communicate effectively both verbally and in writing and work as part of a team.

Date Reviewed with employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Foreman Signature: \_\_\_\_\_

\*\* At will employment status: This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.

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