

RECYCLING & WASTE REDUCTION DISTRICT OF PORTER COUNTY

JOB DESCRIPTION

DATE WRITTEN: December 2018
POSITION: Operator
FLSA STATUS: Non-exempt

POSITION STATUS: Salary
REPORTS TO: Executive Director

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Purpose

To aid the district in fulfilling its responsibility to the community as related to the various district waste reduction, reuse and recycling programs.

Essential Position Functions

- Management of organic yard waste/compost at district compost sites.
- Secure and maintain *Compost Systems Manager* certification.
- Operating heavy/specialized equipment which may require a Class B CDL used in the management of wood waste and compost material. Heavy/specialized equipment consists of, but is not limited to, dump truck and trailer with air breaks, a heavy duty pay loader, compost turner and tractor.
- Operating equipment for which a driver is not required to possess a Class B CDL. Includes such light equipment as non-CDL trucks, one tons, pick-ups, trailers and vans.
- Maintaining and/or completing preventative and minor maintenance work on assigned equipment. Includes washing and greasing equipment.
- Diagnose, troubleshoot and repair vehicles and equipment is a plus. Includes estimating time required to complete work.
- Writing repair orders, ordering parts for stock, vehicle and equipment, to include handling receipts.
- Making road calls to perform maintenance and repair work.
- Performing welding, torch cutting, and fabrication work.
- Supervision of compost site attendants.
- Oversee operations and maintenance of district operated electronics drop-off recycling sites.
- Oversee daily operations and maintenance of district operated drop-off recycling sites.
- Coordinate and/or assist in special collection programs such as HHW, Tire and Appliance Collection, etc.

Job Requirements and Difficulty of Work

- A high school education or equivalent plus special training plus related work experience.
- The ability to obtain and maintain a Class B CDL.
- The ability to use equipment and machines including, but not limited to: power and hand tools, electronic testing instruments, gauges, welding/cutting equipment, light and heavy equipment.
- Knowledge of equipment diagnostic, repair, and maintenance procedures and standards, and the ability to utilize this knowledge to complete work assignments is desirable.
- An ability to complete work activities assigned by supervisor according to established procedures, standards, and work methods.
- An ability to produce scheduled reports and follow up reports regarding on-going and seasonal programs.
- An ability to follow established safety procedures while completing work activities and operating assigned equipment.
- An ability to learn County streets/roads to complete work assignments.

- An ability to learn and follow standards used in department operations.
- Oral and written communication skills.
- Be highly motivated and self-directed.
- Valid driver's license as verified by Motor Vehicle Report issued from Indiana Department of Motor Vehicles as well as auto insurance.
- Submit to a background check.
- Work hours are standard as noted in district Personnel Policy Manual with limited pre-approved flexibility.
- Out of town travel is occasional.

Personal Work Relationships

Incumbent maintains frequent communication with district co-workers, local government entities, manufacturers and suppliers of equipment and supplies, sub-contractors and public for the purpose of information and coordinating programs.

Incumbent reports directly to Executive Director.

Working Conditions

Incumbent will perform a majority of mechanical duties in a garage and periodically in the field and is frequently exposed to heavy equipment, moving parts, noise, dust, grease, vehicle fumes, fuels and cleaning chemicals normally associated with auto maintenance and repair. Successful applicant periodically performs duties outdoors and is exposed to extreme temperatures, inclement weather and traffic. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent will be required to work seasonal extended, weekend and/or evening hours and possible response to emergencies.