

SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY  
JOB DESCRIPTION

**OPERATOR**

**Supervised By:** Operations Manager

**Supervises:** No supervisory responsibility

**Position Summary:** Under the direct supervision of the Operations Manager, operates and assists in the maintenance of a variety of heavy equipment. Performs various manual labor tasks, as needed, in support of landfill operations.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates vehicles and equipment of varying size and weight including compactor, front-end loader, forklift, scraper, excavator, bulldozer, wood chipper, dump truck, and other construction and landscaping equipment.
2. Performs routine maintenance and repairs to the heavy equipment utilized in performing assigned tasks. Completes daily checklist, reports more serious operation concerns to the Operations Manager.
3. Assists with various landscaping, building and lawn maintenance tasks.
4. Performs skilled labor tasks associated with all landfill construction, maintenance and operations including cell closing and construction. Covers landfill contents daily utilizing the most efficient type and amount of cover material.
5. Completes all projects in accordance with established standards for quality, efficiency and safety. Continually maintains landfill to keep discarded materials in place and to limit air space to the greatest extent possible.
6. Maintains contact with Gate Clerks to assure that all material coming into the landfill meets safety and regulatory requirements. Observes materials being deposited into the landfill to prevent the deposit of restricted materials. Arranges for the proper placement and disposal of sensitive materials or bulky items.

7. Participates in safety training and attends safety meetings. Adheres closely to all safety policies and regulations to assure the safety of employees and the public.
8. Responds to public inquiries, refers complaints or complex issues to the appropriate management personnel and otherwise represents the department in a positive manner.
9. Assists in picking up paper as needed.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent.
- A valid State of Michigan Vehicle Operator's license.
- Thorough knowledge of safety procedures and precautions involved in equipment operation and landfill operations.
- Knowledge of the methods, tools, materials and equipment used in the construction, repair and maintenance of landfill facilities.
- Skill in the operation and maintenance of assigned vehicles, equipment and power tools.
- Ability to perform heavy manual labor tasks and lift up to 80 pounds.
- Ability to perform a variety of skilled construction, maintenance and repair tasks.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, and follow directions.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, smell and see with good color vision. The employee frequently is required to use hands/arms, sit for extended periods, and to stand, walk and stoop. The employee must lift and/or move items of heavy weight.

While performing the duties of this job, the employee works in the field. The employee is regularly exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment can be very loud.