

**SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY  
JOB DESCRIPTION**

**OPERATOR**

**Supervised By:** Operations Manager / General Manager

**Supervises:** No supervisory responsibility

**Position Summary:** Heavy Equipment Operator is responsible for the safe operation of heavy equipment at a landfill for the purpose of loading, hauling, spreading, compacting, and covering waste or soil in a safe and efficient manner.

**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, dump truck, and other construction and landscaping equipment.
2. Performs Pre- and Post-Operation Inspections on assigned equipment in accordance with Company policy. Completes condition reports daily and reports necessary repairs to supervisor as needed. Performs routine maintenance on equipment such as lubricating, fueling, and cleaning.
3. Continuously monitor the condition of the equipment to ensure it is operationally ready at all times to minimize downtime; clean tracks or wheels on equipment as needed
4. Performs tasks associated with all landfill construction, maintenance and operations including cell closing and construction.
5. Continuously monitors waste for unacceptable materials.
6. Completes all projects in accordance with established standards for quality and efficiency. Continually maintains landfill in compliance with safety and regulatory requirements.
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. Performs other duties as assigned.

### **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:

- Good customer service skills to meet and exceed customer expectations; acts in a professional, courteous and cooperative manner toward customers and co-workers.
- Ability to effectively communicate, understand instructions, and follow directions.
- Knowledge of safety procedures and precautions involved in equipment and landfill operations.
- Knowledge of the methods, tools, materials and equipment used in the construction, repair and maintenance of landfill facilities.
- 1 year experience in the safe operation and maintenance of heavy equipment.
- Ability to lift up to 30 pounds.

### **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.