

SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY

JOB DESCRIPTION

ROLL-OFF TRUCK DRIVER / HEAVY EQUIPMENT OPERATOR

Supervised by: General Manager and Operations Manager

Supervises: No supervisory responsibility

Position Summary:

Under the direct supervision of the Operations Manager and General Manager, operates a Roll Off Truck hauling wastes from commercial customers and operates Heavy Equipment at the Landfill. Assists in the maintenance of commercial over-the-road vehicles and variety of heavy equipment. Performs various 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 of the following essential functions. These examples do not include all of 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 and assists in maintaining commercial over-the-road vehicles. Performs routine maintenance and repairs to the vehicles, completes daily checklist, reports more serious operational concerns to the Maintenance Department or Operations Manager.
2. Interacts with customers on route, responds to inquiries, refers complaints or complex issues to the appropriate management personnel and otherwise represents the department in a positive manner.
3. Operates vehicles and equipment of varying size and weight as needed. Equipment includes but not limited to roll off trucks, compactor, front-end loader, forklift, excavator, bulldozer, snow plow, dump truck, and other construction/ landscaping equipment.
4. Assists with various landscaping and building and lawn maintenance tasks as needed.
5. Performs skilled labor tasks associated with landfill construction, maintenance and operations tasks including cell closing and construction as needed.
6. Completes all projects in accordance with established standards for quality, efficiency and safety.
7. Maintains contact with scale clerk to assure that all material coming into the landfill meets safety and regulatory requirements. Observes materials being deposited into the landfill in order to prevent the deposit of restricted materials. Arranges for the proper placement and disposal of sensitive materials or bulky items.
8. Participates in safety training and attends safety meetings. Adheres closely to all safety polices and regulations in order to assure the safety of employees and the public.
9. 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 driver's license with a Class B Commercial Driver's License (CDL).
1 year experience operating a Roll-Off Truck.
- Thorough knowledge of safety procedures and precautions involved in vehicle and equipment operation.
- Knowledge of heavy equipment operating and maintenance procedures.
1 year experience operating Heavy Equipment.
- Skill in the operation and maintenance of assigned vehicles, equipment and power tools.
- 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 or hear and see with good vision. The employee frequently is required to use hands and have the ability to reach with arms. The employee is regularly required to sit for extended periods, and occasionally required to stand, walk and stoop. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet but may become loud.