



Job Description

Resource Recovery Site Operator

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Resource Recovery Site Operator, under the direction of the Resource Recovery Operations Supervisor, or designate, is responsible for safe and efficient operations of the Grohman Narrows Transfer Station, and other RDCK Resource Recovery Facilities. The Grohman Narrows Transfer Station Operator is required to operate machinery and perform general maintenance where required. This position requires occasional travel to RDCK facilities.

ROLE AND RESPONSIBILITIES:

1. Operate equipment in support of Transfer Station operations including but not limited to roll of bin and compacting trailer trucks, front end loader, stationary compactor, and inverting stationary waste bins.
2. Operate a variety of small equipment and tools used in facility maintenance including but not limited to gas powered weed whipper, power washer, grinder, sanding equipment, painting equipment, winches or similar.
3. Undertake complete daily inspection of assigned facilities.
4. Coordinate daily site operations. Maintains liaison with Resource Recovery Operations Supervisor and Transportation Supervisor regarding operational requirements and employee scheduling.
5. Undertakes routine repair and maintenance of site equipment and facilities.
6. Remove snow, debris and garbage from Resource Recovery facilities and roadways as required. Apply sand when necessary.
7. Direct traffic on site and provide assistance to the public using the Transfer Station facility.
8. Assist RDCK's service and maintenance contractors attending to the Transfer Station as may be required from time to time.
9. Visually inspect incoming waste and recyclable materials for compliance with regulations, disposal policies and bylaws.
10. Operate RDCK facilities in accordance with applicable regulation including but not limited to WorkSafe BC regulations, fuel storage regulations, and the Environmental Management Act.

11. Maintain Occupational Health and Safety Level One First Aid Certification and Workplace Hazardous Materials Information Systems certification.
12. Maintain familiarity with Emergency Response Plan for Transfer Station Facility.
13. Other duties as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Maintain valid BC Class 5 Driver’s license;
- General knowledge of small equipment operation and maintenance;
- Ability to work independently;
- Ability to deal courteously and effectively with the public;
- Ability to deal effectively with other staff;
- Ability to operate a front end loader and other equipment in a competent and safe manner;
- Ability to prioritize work tasks;
- Ability to lift 18 kilograms and carry for 5 meters;
- Ability to work outside in adverse weather conditions; and
Ability to remain standing for up to 3 hours at one time.

PREFERRED QUALIFICATIONS, TRAINING AND EXPERIENCE

- Completion of Grade 12 or recognized equivalent;
- Endorsement 15 Vehicles with Air Brakes;
- Maintain valid BC Class 3 or Class 1 Driver’s License; and
- General knowledge of landfill and waste transfer station operations.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date