



Job Description

Resource Recovery Site Operator – Central

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Mechanical Operations & Site Supervisor

TITLE OF IMMEDIATE SUBORDINATES: n/a

DEPARTMENT: Environmental Services – Resource Recovery

SUMMARY OF POSITION:

The Site Operator - Central, under the direction of the Resource Recovery Mechanical Operations & Site Supervisor, or designate, is responsible for safe and efficient operations of the Central Composting and Transfer Station Facility, located near Salmo BC, and other RDCK Resource Recovery Facilities. The Site Operator is required to operate machinery and perform general maintenance where required. This position requires occasional travel to other RDCK facilities.

ROLE AND RESPONSIBILITIES:

As a member of the Resource Recovery Operations team, responsibilities include, but not limited to:

1. Assists in the general operation and maintenance of the Central Composting and Transfer Station Facility.
2. Monitors the operations of the composting facility including generators, air compressors, mixer, various types of pumps, motors and other equipment.
3. Operates light, medium and heavy-duty motorized equipment associated with the operation of the facility, including front-end loader, excavator, dump truck, roll off truck.
4. Moves composting material through various stages; controls the flow of air and water throughout the process; inspects and makes necessary changes and adjustments to ensure proper composting performance.
5. Reads and interprets instrumentation on equipment; enters and retrieves data from the computer, reports problems to supervisory personnel; prepares reports; collects samples; maintains records and logs activities.
6. Mix and stockpile blended materials as required using on site equipment. Maintains material stockpiles in a manner that promotes safety, efficiency and mitigation of fire hazards.
7. Remove snow, debris and garbage from Composting and Transfer Station facilities and roadways as required. Apply sand when necessary.
8. Undertakes routine repair and maintenance of equipment and facilities including gates, fencing, ditches, culverts, drainage works and roads.

9. Direct traffic on site and provide assistance to the contractors and other users of the Composting and Transfer Station facilities.
10. Assist RDCK's service and maintenance contractors attending to the Composting and Transfer Station as may be required from time to time.
11. Visually inspect incoming waste and recyclable materials for compliance with regulations, disposal policies and bylaws; removes contaminants as required.
12. Perform pre-use inspections and routine preventative maintenance on equipment and vehicles. Advise Supervisor of maintenance issues that require attention from a mechanic.
13. Operate RDCK facilities in accordance with applicable regulation including but not limited to WorkSafe BC regulations, fuel storage regulations, and the Environmental Management Act.
14. Maintain Occupational Health and Safety Level One First Aid Certification and Workplace Hazardous Materials Information Systems certification.
15. Maintain familiarity with Emergency Response Plan for Composting and Transfer Station Facilities.
16. Coordinate daily site operations. Liaise with Supervisor regarding operational requirements and employee scheduling.
17. Other duties as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

The ideal candidate will possess the following knowledge, skills and abilities which have been gained through a combination of education and practical experience:

- Grade 12 Education or equivalent (GED)
- Current valid BC Class 5 Driver's license minimum
- 2+ years facility or site operator experience;
- Demonstrated experience operating heavy equipment (eg. front end loader, excavator, skid steer, backhoe)
- Compost Facility Operator training certificate, or willingness to attain
- Ability to operate heavy equipment in a competent and safe manner
- General knowledge of equipment maintenance
- General knowledge of landfill and waste transfer station operations
- Ability to work independently
- Ability to deal courteously and effectively with the public
- Ability to deal effectively with other staff
- Ability to prioritize work tasks
- Ability to lift 18 kilograms and carry for 5 meters
- Ability to work outside in adverse weather conditions

- Ability to remain standing for up to 3 hours at one time
- Satisfactory Criminal Record

PREFERRED CERTIFICATIONS & EXPERIENCE:

- Class 3 License with Air Brakes, Class 1 driver's license a definite asset.
- Experience in operation of; dump trucks and/or roll off trucks definite assets

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