

Job Title: Compost Facility Operator		Pay Grade: 5
Department: Engineering Services		Reports To: Manager of Wastewater Services
JJE Maintenance Review Date: 2027	Content Last Updated: January 2024	Position(s) supervised: N/A

JOB SUMMARY

The Compost Facility Operator operates, repairs, and maintains the biosolids compost facility and related equipment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, monitors, operates, maintains and repairs compost equipment (conveyors, mixers, front end loaders, screening plants, pumps, blowers, etc.) as required.
2. Conducts testing and monitoring as required to maintain effective composting processes; makes adjustments within defined limits to ensure compliance with regulations and permits.
3. Analyzes and troubleshoots problems and develops and implements solutions within defined guidelines.
4. Assists trades personnel in repair work as required.
5. Performs various laboratory tests; enters information into computer system and maintains it as required for data analysis for process and inventory control and plant maintenance.
6. Loads compost into customer and commercial vehicles and completes load slips for billing purposes.
7. Maintains inventory of equipment, parts and supplies, and orders as required within defined limits.
8. Performs various general housekeeping duties such as painting, cleaning and landscape maintenance.
9. Tests, calibrates, maintains and repairs equipment utilized in the operation of compost facilities.
10. Responds to enquiries and complaints from the general public.
11. Periodically provides instruction as required to junior level, relief operators and operators-in-training when they are assigned to specific projects.
12. Operates trucks and equipment as qualified and required.
13. Keeps accurate records such as maintenance, inventory, tests, as-builts, etc.

14. Undertakes other assigned duties as required.

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Grade 12 graduation
- Over two years and up to and including three years of directly related experience in the operation and maintenance of front end loaders and other heavy equipment in a production and process-oriented operation

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- First Aid – Level 1
- Valid BC Class 3 driver's license with air brake endorsement.

PREFERRED QUALIFICATIONS

- Certification in WHMIS and confined space entry
- Compost Council of Canada's Compost Facility Operator Certification

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Knowledge of standard practices, procedures, policies, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair the facility and related equipment
- Knowledge of biosolids composting principles and processes
- Ability to use the HMI control system to make process adjustments
- Ability to operate and maintain heavy equipment and processing equipment
- Ability to work with minimal supervision and maintain production targets and standards
- Ability to communicate effectively both orally and in writing
- Ability to relate effectively with co-workers
- Ability to keep accurate records and enter data in a spreadsheet
- Physical ability to perform the work
- Skill in the repair of equipment related to the work
- Skill in using mathematical formulas to determine compost mix ratios and other calculations
- Knowledge of safety procedures and safe workplace practices related to the work
- Ability to communicate and relate to others effectively both orally and in writing
- Communication, interpersonal, organization, analytical and problem solving skills
- Knowledge of computer applications and software applicable to the work

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date