

Job Title: Waste Management Operator		Pay Grade: 5
Department: Engineering Services		Reports To: Supervisor - CVWMC
JJE Maintenance Review Date: 2027	Content Last Updated: June 2018	Position(s) supervised: N/A

JOB SUMMARY

Under the guidance and direction of the Supervisor, Comox Valley Waste Management Centre (CVWMC), the Waste Management Operator is responsible for operating, maintaining, repairing and performing upkeep of the waste management site, equipment and infrastructure; construction of the working landfill; and troubleshooting and resolving problems.

MAJOR DUTIES AND RESPONSIBILITIES

1. Transports, places, compacts and covers waste using mobile equipment such as but not limited to compactor, bulldozer or loader in accordance with the operation and development plan.
2. Maintains yard waste and other stockpiles using equipment such as but not limited to rubber tired loader and excavator.
3. Operates bin truck to haul waste bins from the public drop-off area to the working face for compaction.
4. Screens loads of incoming refuse and monitors yard waste and other stockpiles for restricted or prohibited materials.
5. Disposes of controlled waste in accordance with set procedures or as directed by the Supervisor, CVWMC or designate.
6. Based on operational plans and as directed by the manager, maintains roads and working areas to ensure they are level and safe for customers and equipment.
7. Places and removes cover plates over the refuse at the working face daily.
8. Directs contractors and small haulers to active disposal area and screens waste for controlled or prohibited materials.
9. Inspects, operates, maintains and cleans all equipment as per pre-start procedures detailed in operator manuals to ensure the safe and efficient operation of the machinery.
10. Cleans and refuels equipment, checks oil levels, leaks or damages at the end of each shift.

11. Completes daily equipment condition reports to notify the senior operator and manager of any damaged or faulty items.
12. Under guidance of the Supervisor, CVWMC, explains and enforces Comox Valley Regional District bylaws pertaining to the CVWMC and fee schedules
13. Performs routine maintenance of all heavy machinery and stationary equipment (all services and repairs done by contractor). Routine maintenance includes grease machine and check and add oil when required.
14. Under guidance of Supervisor, CVWMC, responds to enquiries and complaints from the general public.
15. Undertakes other assigned duties and provide relief coverage for Waste Management Attendant as required.

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Grade 12 or equivalent
- Over two years and up to and including three years of experience directly relevant to waste management/landfill operations

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Class 3 driver license with air brake endorsement.
- BC Qualified Landfill Operators Certification
- Occupational First Aid Level 1 or equivalent

PREFERRED QUALIFICATIONS

- Heavy equipment operator trades program certificate
- Certification in Road Building and/or Earth Moving techniques

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

- Good knowledge of standard practices, procedures, policies, bylaws, codes, regulations, methods and equipment related to the landfill
- Good knowledge of job hazards and safe work practices
- Ability to relate effectively with the general public, contractors and co-workers, and exercise good judgment, tact and courtesy at all times
- Ability to understand and carry out both oral and written instructions, and perform duties with general supervision
- Ability to communicate effectively both orally and in writing
- Ability to relate effectively with co-workers, contractors and the public
- Ability to operate assigned vehicles and equipment
- Ability to use a PC and applicable software related to the work
- Physical strength and ability to perform the work
- Skill in the use and repair of a variety of tools and equipment related to the work

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date