

Job Title: Heavy Equipment Operator - Biosolids/Landfill		Pay Grade: 5
Department: Engineering Services		Reports To: Supervisor - CVWMC
JJE Maintenance Review Date: 2029	Content Last Updated: July 2025	Position(s) supervised: N/A

JOB SUMMARY

Under the guidance and direction of the Supervisor, Comox Valley Waste Management Centre (CVWMC), the Heavy Equipment Operator- Biosolids/Landfill (Equipment Operator) provides additional support and relief coverage at both the CVWMC and Biosolids Compost Facility. Key responsibilities include operating, maintaining, repairing and performing upkeep of the waste management site (landfill) and biosolids compost facility equipment and infrastructure; construction of the working landfill; and troubleshooting and resolving problems. The Equipment Operator will safely operate various heavy equipment including landfill packer, excavator, front loader, bulldozer, roll-off truck, or other heavy equipment and/or steer equipment to load and move waste material.

MAJOR DUTIES AND RESPONSIBILITIES

Comox Valley Waste Management Centre:

1. 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 greasing machine and checking and adding 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 Attendants as required.

Biosolids Compost Facility:

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. Other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or equivalent
- Over two years and up to and including three years of experience directly related to the operation and maintenance of heavy equipment preferably in a municipal or regional landfill.
- Equivalent combination of education and experience may be considered.

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

- Valid BC Class 3 driver's license with air brake endorsement.
- BC Qualified Landfill Operators Certification
- Occupational First Aid Level 1 or equivalent
- Certification in WHMIS and confined space entry

PREFERRED QUALIFICATIONS

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

- Good 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 operate and maintain heavy equipment and processing equipment
- Good knowledge of job hazards and safe work practices
- Ability to relate effectively with the 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
- Knowledge of computer applications and software applicable to the work
- Physical 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