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| POSITION TITLE: | Heavy Equipment Operator |
| REVISION DATE: | January 2024 |
| REPORTS TO: | Supervisor of Solid Waste Operations |
| SUBORDINATE POSTIONS: | N/A |
| POSITION SUMMARY: | Under the direction of the Supervisor of Solid Waste Operations, this position operates heavy equipment and machinery at the East Hants Waste Management Centre that includes minor equipment repairs. This position also performs general maintenance to the WMC buildings and WMC site grounds as well as carries out scale house duties and the provision of information to the public regarding the Municipal Solid Waste Management Policies and procedures. |

| TASK NO. | DESCRIPTION |
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Operation of Heavy Equipment (50%)

- 1.1. Operates Heavy Equipment** - Operates heavy equipment such as bulldozers, excavators, and loaders. This includes moving and burying on site materials, plowing snow, sanding or salting, moving material in the transfer station and general maintenance of onsite roads. Other duties including the removal of metal, wood areas and the installation and/or repair of surface water control structures with the use of heavy equipment.
- 1.2. Equipment Maintenance** - Carries out routine maintenance of bulldozers, excavators, loaders and other WMC equipment including but not limited to oil changes, bed maintenance, cleaning, replacing cutting edges and fueling equipment.

2. Manual Labour and Ground Maintenance (35%)

- 2.1. Ground Maintenance** - Provides ground maintenance and general clean up around sedimentation pounds. This includes, but is not limited to picking up litter, building fences and any other duties related to the maintenance, cleanliness and organization of the site.
- 2.2. Cleaning Buildings** - Maintains the cleanliness of the scale house, maintenance building, administration building and transfer stations by sweeping, shoveling floors as well as pressure washing the underside of the scale.
- 2.3. Electronics Disposal** - Includes the packing of electronic waste that requires the lifting or moving of T.V.'s, computers, monitors and/or other electrical devices into designated onsite areas.

- 2.4. **Sorting Incoming Waste** - Sorts incoming waste such as putting away paint bins, dumping 5-gallon cans of used oil, changing chemical barrels and lifting heavy materials onto scale. This also includes sorting household hazardous waste materials and removing contamination from the various waste piles such as separating out wood and metal materials.
- 2.5. **De-rimming Tires** - De-rims tires with the use of a de-rimmer machine.
- 2.6. **Household Hazardous Waste** - Includes the sorting and lab packing of any household hazardous waste materials including paint or any other WHMIS related materials like corrosives, flammables and oxidizers. This also includes the removal of Freon from refrigerators.

3. Client Services (10%)

- 3.1. **Public Waste Screening** - Screens incoming waste that is being delivered by clients to ensure only acceptable waste, as indicated in the provincial regulations and Municipal Policies, is permitted at the Waste Management Centre and advising clients of the same.
- 3.2. **Directing Public** - Directs the incoming public as to where to dump various waste materials such as compost, metal, demolition debris, household hazardous waste material, construction debris and scrap metal.

4. Scale House/Administrative Support (5%)

- 4.1. **Forms & Reports** - Completes various forms and reports such as the operation and maintenance of the sedimentation ponds and garbage logs pertaining to West Hants. This position also makes recommendations to the Supervisor pertaining to equipment and building repairs as well as onsite improvements.
- 4.2. **Scale House Support** - Acts as a back-up Scale House Operator on weekends or when the Scale House Operator is away. This position also performs all work related to the daily routine management of the truck scale including the weighing of vehicles and the generation of day-end, monthly and yearly weight reports in the Scale House Operator's absence.
- 4.3. **OH&S Compliance** - Ensures OH&S compliance relating to all policies, procedures and legislation including the completion of OH&S forms such as incident reports and hazardous assessments. Participates in regular Waste Management Centre OH&S meetings and advises the Supervisor of any OH&S related issues.
- 4.4. **Load Audits** - Performs audits on incoming loads of waste that includes taking pictures and maintaining records to be submitted to the Manager of Solid Waste.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Successful completion of Grade 12 or GED equivalent
- Heavy Equipment Operator certification (6-month course)
- Experience working in a similar environment, an asset
- Prior experience in solid waste handling and operating a scale house is considered an asset
- WHMIS and Transportation of Dangerous Goods would be considered an asset
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Must be mechanically inclined with the ability to carry out minor mechanical repairs on equipment
- Must be physically able to lift up to 70 pounds and perform strenuous activities over long periods of time
- Must be able to work flexible hours without supervision
- Must have good communication skills in order to assist the public
- Must be able to interpret and understand policies, procedures and legislation related to a Waste Management environment

Working Environment

- This position qualifies for overtime pay and the workload of this position is may vary at times requiring some overtime
- Must be willing to work under extreme weather conditions and around loud noises along with foul odors and garbage or waste materials.
- Valid class V driver’s license. Drivers abstract required.
- This position is subject to Criminal Record Checks.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

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| <i>Employee’s Signature</i> | <i>Employee’s Name (print)</i> | <i>Date:</i> |
| <i>Supervisor’s Signature</i> | <i>Supervisor’s Name (print)</i> | <i>Date:</i> |
| <i>Director’s Signature</i> | <i>Director’s Name (print)</i> | <i>Date:</i> |
| <i>CAO’s Signature</i> | <i>CAO’s Name (print)</i> | <i>Date:</i> |