

APPRENTICE OPERATOR

Job Description:

The Apprentice Operator shall receive direction from and report to the Working Foreman and/or the Director of Operations. Principal duties and responsibilities of the Apprentice Operator are:

1. Knowledge in computers and Windows based computer programs including Word and Excel.
2. Knowledge in the Operations of the Computerized Scale System.
3. Operate the Gas Collection and Sulfur Removal Systems and appurtenances.
4. Operate the Leachate Pre-Treatment Facility and appurtenances.
5. Able to climb ladders in excess of 15 feet.
6. Operate bulldozer(s), Compactor(s), front-end loader(s), roll-off truck(s) and other landfill operations related equipment.
7. Complete equipment checklist and daily inspections prior to operating or start up of equipment.
8. Maintain equipment in a clean, safe operational condition.
9. Fully read, understand and follow all Landfill Permits and reporting conditions related to each individual item being operated to ensure compliance.
10. Operate all equipment in a safe manner as to not endanger yourself or others.
11. Perform daily, weekly, monthly, quarterly, semi-annual and annual inspections as designated by the Working Foreman and/or the Director of Operations on the appropriate inspection sheets for the specific operation.
12. Never allow haulers to be unattended within the landfill during waste disposal.
13. Direct haulers entering the landfill to the designated disposal area.
14. Read and fully understand all conditions of the Landfill O&M Manual and permits.

15. Comply with all safety procedures designated within the landfill O&M Manual.
16. Wear appropriate safety gear when on the landfill property and outside of the landfill operating equipment.
17. Perform any and all labor work as designated by the Working Foreman, and/or the Director of Operations.
18. Assist customers / haulers with inquiries in a courteous manner.
19. Prevent the unauthorized entrance of the public onto the landfill.
20. Report for work and leave from work at the designated times.
21. Able to work overtime as designated by the Working Foreman and/or the Director of Operations.
22. Able to be available in the event of emergencies after hours, non-working days and holidays.
23. Weighs and maintains accurate records on computer for all incoming and outgoing vehicles. In the event of computer, scale or power failure, manually computes all bills based on tonnages or cubic yards, and maintains a corresponding scale log for all transactions.
24. Ensure that all waste delivered to the landfill facility complies with all PCFA rules, governmental regulations and permits.
25. Ensures accuracy of and proper completion of New Jersey waste origin/destination forms by driver.
26. Is responsible for proper operation of weighing equipment in accordance with State regulations.
27. Secures and maintains a clean scale area, inside and outside, to ensure efficient and safe operation.
28. Answers customer inquiries regarding the use of solid waste and recycling facilities; receives and records complaints from customers.
29. Assists customers in the proper utilization of the Convenience Center Area.
30. All other duties as may be reasonably assigned or required for the proper and efficient operation at the landfill.

**** Abuse or willful misconduct of any equipment, grounds, property or personnel of the PCFA or others while on the grounds of the PCFA will justify immediate termination. Falsification of any reports or inspections will also justify immediate termination.**

Qualifications:

1. Possession of a high school diploma or equivalent.
2. Knowledge in computers and Windows based programs.
3. Ability to perform heavy lifting (50 lbs.).
4. Ability to work outside in all climate conditions.
5. Ability to climb to heights in excess of 15 feet.
6. Ability to read and understand Engineering Drawings and Blue Prints.
7. Experience in heavy equipment operations.
8. Ability to be mechanically inclined.
9. Ability to be able to trouble shoot problems.
10. Ability to maintain accurate records.
11. Possession of a valid driver's license.
12. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
13. Good health and freedom from disabling physical and mental defects which might interfere with the proper performance of required duties, or which might endanger own or others' health and safety.