

Lead Operator

The Lead Operator performs lead work and supervision of all equipment operators in the operation of heavy equipment used at the Compost Facility which can include but is not limited to skid steers, front end loaders, grinders, screeners, and excavators. This position reports to and receives general supervision from the Compost Facility Supervisor. The Lead Operator will collaborate with the Compost Facility Supervisor to create daily work plans and schedules to ensure proper handling of yard waste materials. This position is a “safety sensitive” position subject to VPPSA drug testing policies.

Essential Job Functions:

- Trains, motivates, supervises, and assists in the evaluation of Compost Facility employees in accordance with the adopted Personnel Policies and Procedures.
- Along with the Compost Facility Supervisor, they oversee and coordinate yard waste disposal activities by citizens, communities, and other users of the site.
- Along with the Compost Facility Supervisor, they oversee and coordinate all material processing activities to generate consistent and marketable compost and mulch products
- Along with the Compost Facility Supervisor, they oversee the operation, maintenance, general upkeep, and appearance of building, grounds, and equipment used in the handling and storage of compost and mulch materials and products.
- Promotes the sale of compost and mulch products to meet annual sales goals.
- Assists in the preparation of and ensures compliance with the standard operating procedures for site activities and equipment operation.
- Works with the Compost Facility Supervisor to disseminate and enforce standard operating and safety policies and procedures.
- Assists in overseeing all recycling activities at the Compost Facility.
- Prepares reviews and compiles necessary record keeping to document site operations, maintenance activities and state permit requirements.
- Controls system expenditures within budget limitations.
- Assists the Compost Facility Supervisor in the preparation of the annual budget and regular budget reviews.
- Operates Equipment as necessary, trains new employees and prepares written tests for equipment certification.

Additional Job Functions:

- Oversees maintenance work on vehicles and equipment.

- Responds to emergencies and prioritizes work to be done.
- Performs other duties as assigned.

Classification:

The Lead Operator position is a regular full-time, hourly position.

Work Conditions:

Normal work hours are five (5) days per week, forty (40) hours per week. The Lead Operator will generally work Monday to Saturday, working with the Compost Facility Supervisor to ensure supervisory coverage at the site. Additional work over forty hours per week is expected. The Lead Operator may be required to work at night and on weekends for emergencies. Will generally report to work at the Compost Facility. Work will be conducted both in an office and outdoors.

Education, Training and Experience:

Graduation from high school or equivalent supplemented by technical training in compost and mulch operations and experience in the management of heavy equipment operation or any equivalent combination of education, training, and experience which demonstrates the required skills, knowledge, and capabilities. Experience with the operation and maintenance of compost facility specific equipment including but not limited to skid steers, front end loaders, grinders, screeners, and excavators is highly preferred.

Knowledge, Skills and Abilities:

Proficiency with Word, Excel, PowerPoint, and the use of the internet.

Requires the ability to speak clearly to convey or exchange information. Includes giving instructions, assignments, or directions and receiving instructions, assignments, or directions from superiors.

Requires the ability to prepare correspondence, reports, forms, statistics, and work orders using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to read a variety of reports, letters, and memos, forms, etc.

Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently.

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; utilize decimals and percentages; and interpret graphs.

Requires the ability to deal with people beyond giving and receiving instructions.

Physical Requirements:

Must be able to exert up to 75 pounds of force occasionally and/or in excess of 50 pounds of force frequently to move objects.

Must be able to sit for 4 to 6 hours per day frequently

Must be able to hold/carry 15 to 25 lbs occasionally

Must be able to stand for 5 to 7 hours per day frequently

Special Requirements:

Must possess a valid Virginia driver's license. Must maintain a good driving record.

Proficiency with Word, Excel, PowerPoint, QuickBooks Point of Sale, and use of the internet.

I have read and understand the job description dated June 2023 for the position of **Lead Operator**.

I understand that the job description provides the primary responsibilities, functions, and requirements of the position and that it is not considered to be a comprehensive statement of every responsibility, duty, task, and requirement. I understand that employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities.

I understand that this job description is subject to change as the requirements of the Authority change.

I confirm to the best of my knowledge that I can perform all of the work in the job description.

I understand that this job is considered a “safety sensitive” position and will be subject to drug testing according to VPPSA policies.

Employee Name: _____

Employee Signature: _____

Date: _____