

Full-Time

**HELP
WANTED**

Position	EQUIPMENT OPERATOR TRAINEE
Salary	\$13.64 to \$18.87 + merit increases + excellent benefits
Work Hours	Monday-Friday, 7am-4:30pm. Some Saturdays and OT.
Contact	Apply Within
Description	Operate heavy and other equipment. Grade and move earth and/or refuse. Perform physical labor. Other duties as assigned.
Minimum Qualifications	High School Diploma. Able to work outdoors in various weather conditions. Pre-employment physical and drug screen, valid driver's license, and background check is required.
Preferred Experience	Experience in solid waste disposal; grounds maintenance, equipment operation.

SOUTHEASTERN CHESTER COUNTY REFUSE AUTHORITY

Job Description

Job Title	Equipment Operator Trainee
Department	Operations
Reports to	Landfill Operations Team Lead
Direct Reports	None
Status	Hourly, Non-Exempt, Full-Time

Summary

Operate one or several types of powered construction equipment, including but not limited to motor graders, bulldozers, dump trucks, compactors, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or move, compact and grade refuse. May repair and maintain equipment in addition to other duties. Also provides support to keep machines, mechanical equipment, or the structure of an establishment in repair.

Tasks

Including but not limited to the following tasks (attached):

- Custodial
- Landfill Laborer
- Equipment Operator

Qualifications

- High school diploma or equivalent.
- Previous work-related skill, knowledge or experience.
- Be physically able to perform the work assigned.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Job Context

- Outdoors, exposed to weather.
- Indoors, in office environment.
- Face-to-face discussions.
- Operating vehicles or equipment.
- Duration of typical work week 40+ hours.
- Wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, or hard hats.
- Potentially exposed to contaminants.

Southeastern Chester County Refuse Authority

Task: Custodial

Updated: September 2016

- Operate street sweeper to eliminate dust and dirt on paved roadways.
- Operate water truck to eliminate dust on unpaved roadways.
- Operate and maintain tire washing facility as needed.
- Perform grounds maintenance activities such as mowing, weed trimming and other duties as directed.
- Perform daily checks on the scale-mounted radiation detectors.
- Stack, palletize and/or load electronics dropped off by consumers for recycling.
- Keep the small load drop off facility neat and tidy.
- Check used oil dropoff facility to ensure that screens are not plugged and tank is not full.
- Check levels in the sharps dropoff container.
- Fuel vehicles as directed.
- Maintain fuel levels in gas cans as needed.
- Drive fuel truck to heavy machinery and either assist with or fuel equipment.
- Retrieve the mail and newspaper and deliver to the office.
- Prepare coffee pot for the next day.
- Close all shed doors at the end of the work day.
- Close front gates at closing time.
- Deliver boxes of paper (10 reams) to the scalehouse as needed.
- Change out empty water coolers in office, shop, breakroom and scalehouse.
- Maintain supply of paper products for shop and office restrooms.
- Perform light building maintenance such as changing lightbulbs.
- Seasonal:
 - Check that heaters and heat tape under the scales and office, water truck garage and tire wash shed are operational. Repair if not.
 - Keep sidewalks cleaned and salted in winter.
 - Remove hoses and shut off outdoor spigots in winter.
- Other duties as directed.

Southeastern Chester County Refuse Authority

Task: Equipment Operator

Updated: June 2016

- Learn and follow safety regulations.
- Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Locate underground services, such as pipes or wires, prior to beginning work.
- Monitor operations to ensure that health and safety standards are met.
- Adjust handwheels and depress pedals to control attachments, such as blades, buckets, scrapers, or swing booms.
- Start engines, move throttles, switches, or levers, or depress pedals to operate machines, such as but not limited to bulldozers, trench excavators, road graders, or backhoes.
- Coordinate machine actions with other activities, positioning or moving loads in response to hand or audio signals from crew members.
- Load and move dirt, rocks, equipment, or other materials, using trucks, crawler tractors, power cranes, shovels, graders, or related equipment.
- Check fuel supplies at sites to ensure adequate availability.
- Drive and maneuver equipment in successive passes over working areas to remove topsoil, vegetation, or rocks or to distribute, compact and level earth or terrain.
- Signal operators to guide movement of machines.
- Keep records of material or equipment usage or problems encountered.
- Align machines, cutterheads, or depth gauge makers with reference stakes and guidelines or ground or position equipment, following hand signals of other workers.
- Repair and maintain equipment, making emergency adjustments or assisting with major repairs as necessary.
- Connect hydraulic hoses, belts, mechanical linkages, or power takeoff shafts to tractors.
- Operate equipment to demolish or remove debris or to remove snow from streets, roads, or parking lots.
- Select and fasten attachments to machines using hitches.
- Push other equipment when extra traction or assistance is required.
- Drive tractor-trailer trucks to move equipment on site.
- Operate other site machinery.
- Other duties as directed.

Southeastern Chester County Refuse Authority

Task: Landfill Laborer

Updated: June 2016

- Gather and remove litter.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Operate vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, or pruning saws.
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established and unestablished areas by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Trim or pick flowers and clean flower beds.
- Mow or edge lawns, using power mowers, trimmers or edgers
- Rake, mulch, and compost leaves.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other features.
- Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Maintain or repair tools, equipment, or structures, such as buildings, sheds, fences, or benches, using hand or power tools.
- Haul or spread topsoil or spread straw over seeded soil to hold soil in place.
- Control traffic passing near, in, or around the site.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Mix, pour, or spread concrete.
- Lubricate, clean, or repair machinery, equipment, or tools.
- Install leachate or gas collection piping, using pipe-laying machinery or laser guidance equipment.
- Spray materials, such as water, steam, or paint to clean, coat, or seal surfaces.
- Operate other site machinery and equipment.
- Other duties as directed.

SOUTHEASTERN CHESTER COUNTY REFUSE AUTHORITY

SUMMARY OF BENEFITS - APRIL 2016

Compensation

SECCRA adjusts pay annually as a merit increase based on an annual evaluation on the employee's anniversary date.

Holidays

SECCRA provides seven fixed, and four floating holidays for a total of 11 days per year.

Vacation

Two weeks per year for the first two years. Then one additional day per year until total vacation is four weeks (after 12 years of service). An employee may "bank" up to four weeks (160 hours) of unused vacation without losing it.

Sick Leave

An employee is granted up to 10 days of paid sick leave per year for legitimate illness or injury. Unused sick leave is accrued up to 1,040 hours (six months) for possible future use to cover long term illness or injury. Sick leave at SECCRA may not be treated like vacation. It is for legitimate illness/injury only.

Bereavement Leave

An employee is granted three days paid leave on the death of an immediate family member (mother, father, sister, brother, husband, child) and one day of paid leave on the death of a collateral relative (grandparent, grandchild, uncle, aunt, cousin etc.)

Health Insurance

SECCRA fully pays health insurance premiums for employee and their dependants. SECCRA's program is a PPO program which is better than a HMO program. SECCRA also provides other coverage: Eye care, Dental, and Prescriptions. In addition, SECCRA

reimburses for all co-pays and deductibles.

Life Insurance

An employee is covered by a life insurance policy equal to two times their annual base salary.

Retirement

SECCRA contributes an additional 8% times an employee's total wages and contributes that money to their retirement plan. There is a vesting provision. In addition, there is an employee contribution function where in an employee may direct a portion of his/her pay before taxes to a deferred compensation retirement plan.

Vacation Buy Back

An employee may sell back up to half his/her earned vacation once per year.

Longevity Benefit

In order to promote employment longevity, SECCRA pays all active employees an annual "longevity payment" equal to a percentage of their pay as of September 30th for the preceding year. The initial payment is 1% and increases by one-half percent each subsequent year, up to a maximum of 10%.

Continuing Education

SECCRA encourages continuing education and will pay for classes or training at an accredited university or technical school in any field that benefits SECCRA. Prior approval required.