

Todd County

MINNESOTA



**TODD COUNTY**

**invites applications for the position of:**

## **Lead Equipment Operator**

**SALARY:** \$19.74 - \$25.01 Hourly

**OPENING DATE:** 03/07/19

**CLOSING DATE:** 03/21/19 04:30 PM

### **PURPOSE OF POSITION:**

Oversees the department in the absence of the Transfer Station Supervisor. Provide direction and assistance to the public for the disposal of garbage, demolition, household hazardous waste and recycling products. To operate the demolition landfill, HHW facility, and transfer station utilizing county owned equipment following safety guidelines, engineering plans, and permit standards.

### **Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Maintains production standards and schedules. Assists in establishing standards.
- Heavy public contact, evaluates loads, provides customer service, handles monies and issues receipts. The public contact involves discussion and direction to customers that have mixed loads that require unloading in different areas. This position also answers phones and writes up demolition orders.

- Equipment operator including skid steer, dozer, wheel loader forklift, horizontal baler, garbage compactor, and hook trucks.
- Ensures garbage and recycling loads meet weight requirements for hauling.
- Must have ability to distinguish demolition debris so that there is not restricted material going to the demolition landfill.
- Works at demolition landfill with Dozer to cover debris. Has required certification and training for landfill operations.
- Maintains HHW building.
- Separate oil base paints from latex.
- Bulk – paint, flammables, etc.
- Sort chemicals – acids, base's, oxidizer's, etc.
- Maintains operator certifications for HHW hazardous categorization, lab bulking, and manifest completion.
- Ensures equipment preventive maintenance and minor repairs are accomplished. Writes orders and reports equipment items which require more complex maintenance.
- Acts as Fire Warden
- Ensures facility and grounds are clean.
- Plows snow and keep lot clean from materials.
- Sorts materials from Roll-Off Containers.
- Training of temporary employees.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

High school diploma or GED and moderate experience as a light equipment operator, or equivalent combination of education and experience.

Must be able to be certified within (3) months of starting the position

Forklift Certification

Skid steer certification

MPCA demolition facility operator license (Type III)

Must possess and maintain a valid driver's license.

Must pass a criminal background check.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively with department personnel, residential and commercial customers, truck drivers and other county personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, pushing or pulling, lifting and repetitive motions and frequently standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or

exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals and exposure to extreme heat (non-weather) and occasionally requires exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to confined spaces; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.todd.mn.us/>

Position #97D  
LEAD EQUIPMENT OPERATOR  
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215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### Lead Equipment Operator Supplemental Questionnaire

- \* 1. Do you have a high school diploma or GED?
  - Yes
  - No
- \* 2. Do you have experience as a light equipment operator?
  - Yes- 2+ years experience
  - Yes- 2 years or less experience
  - No experience
- \* 3. Are you able to be certified as a forklift operator?
  - Yes- I have 2+ years experience as a forklift operator and am able to be certified or am already certified
  - Yes- I have 2 years or less experience and am able to be certified or am already certified
  - Yes- I have no experience as a forklift operator but am able to be trained and certified
  - No- I have no experience as a forklift operator and am not able to be trained and certified
- \* 4. Are you able to be certified as a skid steer operator?
  - Yes- I have 2+ years experience as a skid steer operator and am able to be certified or am already certified
  - Yes- I have 2 years or less experience and am able to be certified or am already

certified

Yes- I have no experience as a skid steer operator but am able to be trained and certified

No- I have no experience as a skid steer operator and am not able to be trained and certified

\* 5. Are you currently licensed or able to be licensed as an MPCA demolition facility operator (Type III)?

Yes- I am currently licensed.

Yes- I am not currently licensed but am able to be licensed within 3 months of starting the position

No- I am not currently licensed and am unable to obtain the license within 3 months of starting the position

\* 6. Do You posses a valid driver's license?

Yes

No

\* 7. Do you have customer service experience?

Yes- I have 2+ years experience

Yes- I have years or less experience

No- I do not have experience

\* 8. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?

Yes- Qualified Disabled Veteran (10% or higher disability rating)

Yes- Qualified Vet or Spouse of Deceased Vet

No

\* Required Question