



NORTHEAST INDIANA SOLID WASTE MANAGEMENT DISTRICT

Serving DeKalb, LaGrange, Noble and Steuben Counties

www.niswmd.org

2320 W 800 S. P.O. Box 370 Ashley, IN 46705-0370 • (260) 587-3063 • Fax (260) 587-3523

POSITION TITLE: Senior Operator

DEPARTMENT: Field Operations

GENERAL: Under the general supervision of the Mechanic/Supervisor and/or Executive Director, the operator will provide compost operation assistance for all District compost sites. This position will respond to directives given by the Mechanic/Supervisor and/or Executive Director. Tasks will include operation and maintenance of equipment and transportation of equipment throughout the District. Periodically, this position will be assigned to other District tasks.

SPECIFIC DUTIES:

- The position will assist in the daily operations of the District's composting program. This will include processing of materials, transportation of equipment to sites, operation of such equipment as trucks, loaders, windrow turners and tub grinders.
- The position will operate all necessary composting equipment and transport equipment in an efficient and safe manner.
- The position is responsible for assisting in routine and periodic maintenance of all equipment and will keep all such equipment in good repair and appearance.
- The position will regularly communicate with the Mechanic/Supervisor and/or Executive Director to receive work assignments and additional directives.
- The position will ensure quality control of processed materials including adherence to safety procedures and efficiency in performing tasks. All safety concerns and recommendations shall be reported to the Mechanic/Supervisor or in the absence of the Mechanic/Supervisor, the Executive Director.
- Periodically, this position will help out in processing facility operations. This may include transport of materials to market, collection of recyclable materials and operation of facility equipment.
- This position is assigned to Field Operations, the individual is responsible to the Mechanic Supervisor or designee of the Executive Director, and may be assigned (and expected to carry out) other tasks as needed.

REQUIREMENTS:

- Ability to operate equipment such as front end loaders, compost processing equipment, tractor trailer units, forklifts, etc.
- Ability to work independently of others and perform assigned work tasks in an efficient manner.
- Ability to make decisions independent of other supervisors.
- Ability to prepare written reports and maintain periodic maintenance reports.
- Have proven oral communication skills and adept in meeting and interacting with a variety of individuals and groups.
- Be adaptable and able to work for others including the Executive Director, Mechanic/Supervisor, Program Coordinator and all other NISWMD staff.
- Be free from bias with regard to sex, race, color, religion nationality and ethnic origin.
- Must possess an Indiana Commercial Driver's License (CDL).



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PERSONAL INFORMATION			
Last Name	First Name	Middle Name	
Present Street Address	City	State	Zip
Home Phone Number	Can provide proof of your eligibility to work in the United States of America? Proof of eligibility will be required upon employment. <input type="checkbox"/> yes <input type="checkbox"/> no		

EMPLOYMENT INFORMATION			
Position Desired	Wage Preferred		
Days and Hours Available to Work	Date Available to Start		
Have you ever been employed by NISWMD? <input type="checkbox"/> yes <input type="checkbox"/> no	If so: When	Position	Last Wage
Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no If yes and you would like to explain, please respond on a separate sheet of paper.			

EDUCATION				
Type of School	Name & Location of School	Degree/Area of Study	No. of Years Attended	Graduated (Check One)
High School				<input type="checkbox"/> yes <input type="checkbox"/> no
College				<input type="checkbox"/> yes <input type="checkbox"/> no
College				<input type="checkbox"/> yes <input type="checkbox"/> no
Other				<input type="checkbox"/> yes <input type="checkbox"/> no

SPECIAL SKILLS		
Typing Speed WPM	Shorthand or Speedwriting WPM	Other Equipment Operated
Other Skills Applicable to Position Applying For:		

MILITARY SERVICE				
Branch of Service	Technical Specialization	Rank Attained	Date Entered	Date Discharged

EMPLOYMENT HISTORY				
List employment starting with your most recent position. Account for any time during this period you were unemployed by stating the nature of your activities. If you have less than four places of employment, include personal references to be contacted.				
May we contact your present employer? <u> </u> yes <u> </u> no				
Dates To/From	Name, Address and Phone No. of Employer/Reference	Position Held and Supervisor	Wages	Job Related Information
To		Job Title	Starting	List Major Duties
From		Supervisor	Final	Reason for Leaving
To		Job Title	Starting	List Major Duties
From		Supervisor	Final	Reason for Leaving
To		Job Title	Starting	List Major Duties
From		Supervisor	Final	Reason for Leaving
To		Job Title	Starting	List Major Duties
From		Supervisor	Final	Reason for Leaving

PLEASE READ THIS STATEMENT CAREFULLY

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any material information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired I will be able to resign at any time for any reason. Likewise, the company can terminate my employment at any time with or without cause, as I am an employee at will.

The company, in considering my application for employment, may verify the information set forth in this application and obtain additional information concerning my background.

I agree to wear or use protective clothing or devices and follow all rules of safety as required by the Northeast Indiana Solid Waste Management District (NISWMD) and to comply with all rules and regulations of the Northeast Indiana Solid Waste Management District.

Signature

Date

*The Northeast Indiana Solid Waste Management District (NISWMD) does not discriminate on the basis of race, sex, age, color, national origin, religion, disabilities, employment or educational programs and activities