**NORTHWEST VERMONT SOLID WASTE MANAGEMENT DISTRICT**

**JOB DESCRIPTION**

**COMPOST OPERATOR**

Job Summary

The NWSWD is a municipal waste management entity. As part of our services to Northwest Vermont we operate a subscription composting service weekly to businesses, schools, events, and residential customers.

Our Field Operators/Drivers are on the front-line, braving all weather conditions and meeting any challenge to get the job done. The Compost Operators will work as a team to perform collection routes by operating a district vehicle, collect food scraps in totes, replaces empty totes, deliver totes to our partner composting facility and empty totes.

Responsibilities and Duties

Field Operations/Driving

* Operates vehicle and performs all tasks in accordance with NWSWD Official Standards and safety rules, OSHA, and DOT as well as all local, state and federal laws.
* Performs pre- and post-trip inspections of assigned vehicle and documents checks.
* Follows route assignments as directed and completes end of day documentation and check out process.
* Performs all duties as scheduled by Manager or Dispatch.
* Attends and participates in all scheduled training programs and meetings as required.
* Works closely with Manager to improve route efficiencies and identify best practices.
* Communicates customer requests to Dispatch.
* Notifies Manager of any incidents, accidents, or property damage.
* Notifies Dispatch of service interruptions.
* Immediately reports all unsafe situations or service related issues to Dispatch

Observing all safety procedures and policies as posted or otherwise directed by management.

**Supervision Received**

Reports to the **Composting/Recycling Program Coordinator** on a regular basis. Daily work schedules and materials management goals to be established through this process. When timing does not allow for coordination with the Operations Manager, direction may be received from other senior staff.

**Minimum Qualifications**

* High School Diploma
* Standard Class C driving license with a clean driving record
* Basic understanding of and willingness to further develop waste management concepts (reduce, reuse, recycle)
* Ability to lift 40 lbs. consistently
* Ability to work collaboratively with other District Staff.
* Demonstrated ability to work independently with little to no direct supervision
* Ability to work with the public.
* Excellent communication skills, comfort engaging with diverse audiences
* Demonstrated reliability - be punctual and detail oriented
* Willingness to learn on the fly
* Customer service mindset
* Flexibility, open-mindedness and a positive attitude a must
* Pre-existing passion for sustainable living and enthusiasm about composting a plus!