Pope Douglas Solid Waste Management
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Equipment Operator / System Cleaner

Location: Pope Douglas Solid Waste Management – 2004 Nokomis Street, Alexandria, MN 56308

Department: MRF/Maintenance

Shift: 3:00 pm to 11:00 pm Monday through Friday.
Additional overtime as needed, including hours to assist maintenance or possible Saturday/weekend work may be required.

Salary: $21.884 – $23.680 per hour + $0.75 PM Shift Differential; nonexempt – hourly position

Reports To: MRF Manager/Plant Manager; MRF Shift Supervisors; and MRF Maintenance

How to Apply: Submit an application, resume, or letter of interest to the administrative office or MRF Manager. The position is posted until filled.

Position Summary:
The Equipment Operator / System Cleaner provides essential support to the maintenance and MRF teams by assisting with baling sorted commodities for shipment, cleaning the MRF processing equipment, assisting maintenance with facility mechanical repairs to the MRF building and systems. This position plays a key role in ensuring equipment cleanliness, reliability, and smooth material handling processes within the Material Recovery Facility (MRF).

Essential Duties and Responsibilities:

- Operate and monitor balers to compact and bale sorted recyclables (e.g., cardboard, plastics, metals) according to specifications.
- Label, stage, and prepare bales for storage or shipment.
- Perform functional maintenance on equipment.
- Perform daily cleaning, cutting, scraping to maintain facility equipment, including conveyors, balers, screens, magnets, and other processing systems.
- Routinely remove debris, buildup, and blockages to ensure smooth equipment operation.
- Use air wands, brooms, shovels, power tools, and other cleaning tools safely and effectively.
- Assist maintenance technicians with repairs and maintenance on MRF equipment including but not limited to conveyors, balers, bag openers, compactors, screens and sorting systems.
- Assist maintenance technicians with mechanical tasks, tool handling, and part preparation.
- Retrieve parts, tools, and supplies for maintenance staff as directed.
- Help with basic mechanical work such as changing belts, greasing parts, tightening bolts, and replacing filters.
- Perform general housekeeping duties in processing and maintenance areas.
- Operate heavy equipment (front-end loaders, excavators, hook trucks, etc.) to move, load, sort, and organize materials.
- Observe and follow all facility safety policies and procedures, including use of PPE.
- Support lockout/tagout procedures and report unsafe conditions or equipment malfunctions promptly.
- Maintain cleanliness and organization of the maintenance shop and parts storage areas.
- Perform general housekeeping duties in processing and maintenance areas.
- Other duties as assigned or apparent.

Qualifications:

Education and Experience:

- High school diploma or GED preferred.
- Prior experience in an industrial or recycling facility preferred.
- Forklift or equipment operation experience, preferably in a waste, recycling, or industrial setting.
- Valid driver's license
- Ability to read and interpret site maps, load manifests, and safety procedures

Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles and practices involved in the operation and maintenance of MRF related equipment
- Ability to work with other employees engaged in operating and repairing equipment
- Basic mechanical understanding and willingness to learn.
- Ability to safely use hand tools, baling equipment, and cleaning tools.
- Physical ability to lift up to 50 lbs., climb ladders, bend, kneel, and work in confined spaces.
- Comfortable working in loud, dusty, and hot/cold environments.
- Strong work ethic and attention to detail.
- Ability to communicate effectively
- Welding Skills are Helpful

Work Environment and Physical Demands:

- Physical ability to lift up to 50 lbs., climb ladders and steps, bend, kneel, and work in confined spaces.
- Frequent exposure to dust, noise, odors, outdoor elements, mechanical hazards, and varying weather conditions.
- Comfortable working in loud, dusty, and hot/cold environments.
- Requires standing, walking, and manual labor throughout the shift.
- Must be able to wear required personal protective equipment (PPE) at all times including a respirator.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Benefits:

Retirement – Employees of Pope Douglas Solid Waste Management are enrolled in PERA (Public Employee's Retirement Association). Employees are vested in 3 years. Employee deduction is 6.5% and employer contribution is 7.5%.

Health Insurance - We offer an HSA plan and high option plan for health insurance. With those plans the employee can elect single, single + 1, and family coverage options.

Life Insurance – As a Pope Douglas Solid Waste Management employee you will be covered by $20,000 of life insurance at no expense. Supplemental coverage is available for you, your spouse, and your dependents.

Other Payroll Deductible Elections Include – Dental Insurance, Vision Insurance, Long Term Disability, Short Term Disability, Group Critical Illness, Group Accident Insurance, Group Hospital Insurance, Healthcare Savings Account, Flex Spending Plan, NCPERS Life Insurance, and Post Employment Health Care Savings Plan.

Employee Assistance Program – Employees have access to an Employee Assistance Program (EAP). It is a voluntary program that can assist employees, their spouse, and dependents with support through access to qualified counselors for various personal and work-related issues.

Vacation – Employees will accrue vacation according to the following schedule:

0 - 5 years	-	80 hours a year
6 - 10 years	-	120 hours a year
11 - 20 years	-	160 hours a year
21+ years	-	200 hours a year

Sick Leave/Earned Safe and Sick Time – An employee shall be credited with 8 hours of sick leave for each month of service accumulative to 90 days. The first 48 hours (or up to 80 if any eligible time was carried over) will be counted as ESST.

Holidays – The official holidays for Pope Douglas Solid Waste Management are:
New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.