Pope Douglas Solid Waste Management
2004 Nokomis Street, Alexandria, MN 56308 320-763-9340
gogreen@popedouglasrecycle.com www.popedouglasrecycle.com

Plant Operator

SALARY: $25.470 - $30.03 Hourly, Non – Exempt Position
HOURS OF WORK: 12-hour shift that rotates monthly.
6:00 a.m. – 6:00 p.m. day rotation & 6:00 p.m. – 6:00 a.m. night rotation
DEPARTMENT: Waste-to-Energy Facility
HOW TO APPLY: Submit application or resume to the Administrative Office.

NECESSARY QUALIFICATIONS:

- Ability to read and record data.
- Ability to understand and comply with written and verbal operating procedures and instructions.
- Computer skills
- Ability to obtain Special Engineering license

NATURE OF WORK:

- Under the direction of the Shift Supervisor and Boiler Operator this position assists in the operation of the Waste-to-Energy Facility.
- Assists, and participates in, the operation and repair of the facility.
- Operate the refuse cranes to charge the furnaces at the prescribed rate.

EXAMPLES OF WORK:

- Mix solid waste using crane to achieve proper mix of fuel.
- Remove all unacceptable waste from the pit and place it in the reject container.
- Safely charge the furnaces with refuse crane
- Assists in the general operations of the Plant as directed by supervisors.
- Assists employees engaged in operating, servicing, and maintaining the boilers and auxiliary equipment.
- Produces records and information used to generate reports on daily, weekly, and monthly operations.
- Performs all housekeeping duties in Control Room.
- Performs housekeeping duties in Plant as directed by Supervisors.
- Operate control system as necessary for relief of Boiler Operator & Shift Supervisor.
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Some knowledge of the principles and practices involved in the operation and maintenance of high-pressure steam and electric power generation and related equipment.
- Some knowledge of the principles and practices applied to the operation of a reuse fire furnace.
- The ability to read, understand, and develop facility operating and training procedures.
- Ability to prepare and maintain logs of plant operation and production.
- Ability to communicate effectively, both verbally and in writing and in highly stressful situations
- Ability to act quickly and calmly in complex emergency situations.
- Considerable experience using computer-based equipment control and data handling equipment.

PHYSICAL REQUIREMENTS:

- Must be able to lift 50 pounds.
- Must be able to climb ladders and steps.
- Must be able to withstand extreme temperatures.
- Must be able to wear a respirator.
- Must be able to work in confined space areas.

This description is intended to describe the tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skill required of personnel so classified.

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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 multiple HSA compatible plans for health insurance. With those plans the employee can elect single, single + 1, and family coverage options. Employees have the option to buy up to a better health plan.

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/year; 6–10 years: 120 hours/year; 11–20 years: 160 hours/year; 21+ years: 200 hours/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.

Minnesota Paid Leave (MNPL or PFML) – Minnesota Paid Leave (MNPL) is a state program that provides job protected, paid time off. Eligible employees can receive partial wage replacement for up to 12 weeks of medical leave and 12 weeks of family leave (with a combined maximum of 20 weeks per year). The paid leave benefit is provided through a private plan administered by MetLife. Employees pay 50% of the premium cost through a small payroll deduction while the employer pays the other 50%.

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.