

# Vermilion Parish Police Jury

## NOTICE OF EMPLOYMENT OPENINGS

<b>Position 1:</b>	Mobile Equipment Operator x3 (Dozer & Excavator)
<b>Position 2:</b>	Grab Truck Driver x2 (CDL required)
<b>Location:</b>	Vermilion Parish Police Jury Solid Waste 8500 Birch Rd. Abbeville, LA 70510
<b>Work Schedule:</b>	40 hours per week
<b>Minimum Requirements:</b>	High School Diploma or GED equivalent Valid Louisiana Driver's License and a satisfactory driving record
<b>Special Requirements:</b>	Requires pre-employment physical exam, drug/alcohol testing, driving record, and background checks CDL required for Grab Truck Drivers
<b>Salary:</b>	Depends upon experience
<b>Benefits:</b>	Employee/Family Health, Dental, and Life Insurance 14 Paid Holidays, Vacation, and Sick Leave Benefits Participation in the Parochial Employees Retirement System

Additional information regarding the job requirements and conditions can be obtained by contacting Mr. Keith Frederick, Solid Waste, at 8500 Birch Rd., Abbeville, LA 70510 or by calling (337) 898-4338.

Applications and/or resumes will be received until 12:00 noon on Monday, May 13, 2019 at the Vermilion Parish Police Jury Office, 2<sup>nd</sup> Floor, Courthouse Building, 100 North State Street, Suite 200, Abbeville, LA 70510 or at the Solid Waste facility.

Applicants can also apply online by one of the methods below. To apply online, visit the following website and fill out the application form or send an email to the below email address with just one (1) PDF file:

Website: <http://bit.ly/VPPJapp>

Email: [Alicia@vppj.net](mailto:Alicia@vppj.net)

*We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.*

**VERMILLION PARISH POLICE JURY  
Mobile Equipment Operator Job Description**

**JOB DETAILS:**

<b>Job Title:</b>	Mobile Equipment Operator	<b>Department:</b>	Solid Waste Department
<b>Reports To:</b>	Solid Waste Superintendent	<b>Job Location:</b>	Solid Waste Plant
<b>Starting Pay Grade:</b> 8	<b>Starting Step Grade:</b> N/A	<b>Maximum Pay Grade:</b> 8	<b>Maximum Step Grade:</b> N/A
<b>Reg. Hrs. worked / wk.</b>	40 hours / week	<b>Eligible for Benefits</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Eligible for Overtime</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Salary</b> <input checked="" type="radio"/> Hourly	<b>Exempt</b>	<input checked="" type="radio"/> Non-Exempt

**JOB PURPOSE:**

Heavy equipment operators operate heavy equipment safely, productively and efficiently. This job could require pushing, compacting, grading, loading or hauling waste or dirt and could require working alone or teaming with other Heavy equipment. This job could also require operating around Customer trucks and Customers at the working area.

**JOB DIMENSIONS: (For Management & Supervisory positions)**

<b>Number of direct reports:</b>	0	<b>Total number in team managed:</b>	0
<b>Budgetary responsibility:</b>	No	<b>Revenue responsibility (USD):</b>	\$0.00
<b>Other dimensions appropriate to the job:</b> _____			

**PRIMARY DUTIES (ESSENTIAL DUTIES): (LISTED IN ORDER OF IMPORTANCE)**

- Proper maintenance of the landfill including, but not limited to construction and preparation of all disposal cells, cover maintenance of all disposal cells.
- Completes collection of and disposal of trash and garbage.
- Utilizes techniques for proper handling and disposal of all waste assigned to them.
- Responsible for operating mobile equipment, i.e., bulldozers, excavators, et cetera in the maintenance of the landfill.
- Performs various skilled and unskilled work in the maintenance of landfill and parish facilities. Utilizes equipment and/or hand tools to haul materials, load materials, maintain site, et cetera.
- Prepares, updates, and maintains a variety of logs, records, and/or equipment maintenance schedules.
- Spot checks all incoming waste to be sure of its proper disposal location.
- Checks equipment for needed repair and maintenance.
- Responsible to inspect and evaluate equipment for proper and safe operation prior to use, cleans and maintains integrity of assigned equipment.
- Ability to use good work habits like punctuality, reliability, preciseness, and dependability to complete assigned tasks and contribute to the smooth operation of the department.
- Any other duties or responsibilities as assigned by supervisor or Policy Jury.

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator Job Description**

**EDUCATION:**

**Essential:**

- High School Diploma or G.E.D.

**CERTIFICATIONS:**

- N/A

**KNOWLEDGE, SKILLS & ABILITIES:**

**Essential:**

- One to two years related experience and/or field training.
- Proficiently operate any or all of our core equipment, which includes Dozers, Compactors, Excavators, Articulated Trucks, Loaders, and Graders.
- Perform a daily heavy equipment walk-around inspection and preventive maintenance responsibilities.
- Follow site grading and operations plans, read grade stakes and operate in a medium to fine grade environment.
- Perform job responsibilities safely in a busy, sometimes stressful, environment, operating and working under varied footing and weather conditions around trucks and personnel.
- Understand the value of teamwork and communications necessary to operate at the working face and/or other onsite functions (ex: Stockpile, borrow area, solidification, etc.) efficiently.
- Operate equipment productively for 8 or more hours per day, year-round in all types of local weather and ground conditions.
- Perform tasks that have to do with landfill operations as assigned or directed by the Superintendent.

**Additional:**

- Experience operating motorized equipment.

**SPECIAL REQUIREMENTS:**

**Essential:**

- Louisiana Driver's License
- Requires pre-employment physical/drug and alcohol testing, driving record, and background check prior to employment

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator Job Description**

**PHYSICAL DEMANDS CATEGORY:**

- Medium Work – Lifting 50 pounds maximum with frequent lifting /and or carrying of objects weighing up to 25 pounds.

**AUDIO-VISUAL & LICENSING DEMANDS: (This job will require)**

- Average vision
- Peripheral vision
- Depth perception
- Average hearing

**SPECIFIC ACTIONS REQUIRED:**  
*(In an eight-hour day this job may include)*

1. Standing/Walking for 1 – 4 hours
2. Sitting for 1-4 hours
3. Driving - Occasional
4. Operating Equipment 8+ hours

**REPETITIVE MOTION:**  
*(this job will require)*

1. Simple grasping
2. Fine manipulation
3. Pushing and pulling
4. Finger dexterity
5. Foot movement

**MANEUVERABILITY:**  
*(this job will require)*

1. Bending Occasionally
2. Squatting Occasionally
3. Climbing Occasionally
4. Twisting frequently
5. Reaching frequently

**WORK ENVIRONMENT:**  
*(this job may include working)*

1. Indoors
2. Outdoors
3. Near or with chemicals
4. In cold weather
5. In damp conditions
6. Near fumes or gases
7. In heat and/or humidity
8. At heights
9. Near equipment or machinery noise

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator Job Description**

**AUTHORIZATION & APPROVAL:**

<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
Keith Frederick	Solid Waste Superintendent		
Keith Roy	Parish Administrator		
Kevin Sagrera	Police Jury President		

- ❖ This job description does not constitute an employment agreement between the employer, applicant, or employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.
- ❖ Nothing stated in this position description implies a specific length of employment if offered a position; nor, affects the employment “At Will” policy of the Vermilion Parish Police Jury
- ❖ Vermilion Parish Police Jury is an Equal Opportunity Employer
- ❖ Vermilion Parish Police Jury provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please let us know.

**APPLICANT DECLARATION:**

I have reviewed and understand the job description; believe it to be accurate and complete; and I can successfully fulfill each duty or task.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator (Grab Truck) Job Description**

**JOB DETAILS:**

<b>Job Title:</b>	Mobile Equipment Operator (Grab Truck-CDL Driver)	<b>Department:</b>	Solid Waste Collections
<b>Reports To:</b>	Solid Waste Superintendent	<b>Job Location:</b>	Solid Waste Plant
<b>Starting Pay Grade:</b> 9	<b>Starting Step Grade:</b> N/A	<b>Maximum Pay Grade:</b> 9	<b>Maximum Step Grade:</b> N/A
<b>Reg. Hrs. worked / wk.</b>	40 hours / week	<b>Eligible for Benefits</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Eligible for Overtime</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Salary</b> <input checked="" type="radio"/> Hourly	<b>Exempt</b>	<input checked="" type="radio"/> Non-Exempt

**JOB PURPOSE:**

The Mobile Equipment Operator is responsible to for trash and construction and demolition waste services in order to ensure that refuse is transported and disposed of in an appropriate manner.

**JOB DIMENSIONS: (For Management & Supervisory positions)**

<b>Number of direct reports:</b>	0	<b>Total number in team managed:</b>	0
<b>Budgetary responsibility:</b>	No	<b>Revenue responsibility (USD):</b>	\$0.00
<b>Other dimensions appropriate to the job:</b> _____			

**PRIMARY DUTIES (ESSENTIAL DUTIES): (LISTED IN ORDER OF IMPORTANCE)**

- Operate municipal trucks in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Clean trucks as scheduled and/or required
- Ensure trucks and equipment are safely and securely stored
- Advise the Supervisor of any requirements for maintenance or repairs
- Participate in routine maintenance
- Practice workplace safety
- Collect garbage from buildings, residences and other facilities as per schedule to ensure garbage is removed, transported and disposed of according to set policies and procedures
- Maintain daily records of pick-ups
- Pick up refuse in other areas as required
- Dispose of garbage according to set policies and procedures
- Perform other related duties as assigned by supervisor
- The Day Time Trash Truck Driver is responsible for yard waste and construction and demolition waste collection services
- The Driver must make report on any complaints and respond in a courteous and respectful manner.

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator (Grab Truck) Job Description**

**EDUCATION:**

- High School Diploma or G.E.D.

**CERTIFICATIONS:**

- Non-applicable

**KNOWLEDGE, SKILLS & ABILITIES:**

**Essential:**

- Knowledge of truck and equipment safety
- Knowledge of garbage truck and equipment operation
- Knowledge of garbage collection and disposal procedures
- Knowledge of scheduling system and procedures
- Knowledge of record keeping system
- Knowledge of equipment cleaning standards and procedures
- Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the department

**Additional:**

- Ability to operate single dual trucks in a safe and responsible manner
- Ability to operate required equipment in a safe and responsible manner
- Client service and public interaction skills
- Problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Ability to communicate effectively in English
- Ability to read and write to record pickups and maintain daily records
- Stress management skills
- Time management skills
- Honest, trustworthy and respectful
- Possess cultural awareness and sensitivity
- Must be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous, and respectful manner

**SPECIAL REQUIREMENTS:**

**Essential:**

- Louisiana Driver's License (CDL), Class A or B, with airbrake endorsement preferred
- Requires successful completion of drug/alcohol testing and physical exam, driving records check, and background check prior to employment

**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator (Grab Truck) Job Description**

**PHYSICAL DEMANDS CATEGORY:**

- Medium Work – Lifting 50 pounds maximum with frequent lifting /and or carrying of objects weighing up to 25 pounds.

**AUDIO-VISUAL & LICENSING DEMANDS: (This job will require)**

- Average vision
- Peripheral vision
- Depth perception
- Average hearing\

**SPECIFIC ACTIONS REQUIRED:**  
*(In an eight-hour day this job may include)*

1. Standing/Walking - Occasional
2. Sitting - > 8 hours
3. Driving - > 8 hours

**REPETITIVE MOTION:**  
*(this job will require)*

1. Simple grasping
2. Fine manipulation
3. Pushing and pulling
4. Finger dexterity
5. Foot movement

**MANEUVERABILITY:**  
*(this job will require)*

1. Bending Occasionally
2. Squatting Occasionally
3. Climbing Occasionally
4. Twisting Frequently
5. Reaching Occasionally

**WORK ENVIRONMENT:**  
*(this job may include working)*

1. Indoors
2. Outdoors
3. Near or with chemicals
4. In cold weather
5. In damp conditions
6. Near fumes or gases
7. In heat and/or humidity
8. At heights
9. Near equipment or machinery noise



**VERMILLION PARISH POLICE JURY**  
**Mobile Equipment Operator (Grab Truck) Job Description**

**AUTHORIZATION & APPROVAL:**

<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
Keith Frederick	Solid Waste Superintendent		
Keith Roy	Parish Administrator		
Kevin Sagera	Police Jury President		

- ❖ This job description does not constitute an employment agreement between the employer, applicant, or employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.
- ❖ Nothing stated in this position description implies a specific length of employment if offered a position; nor, affects the employment “At Will” policy of the Vermilion Parish Police Jury
- ❖ Vermilion Parish Police Jury is an Equal Opportunity Employer
- ❖ Vermilion Parish Police Jury provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please let us know.

**APPLICANT DECLARATION:**

I have reviewed and understand the job description; believe it to be accurate and complete; and I can successfully fulfill each duty or task.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date