

Date: 4/25/2025

Application Due: 5/16/2025

**The Northeast Indiana Solid Waste Management District is hiring for an Operator. Please see below for full-time position details.**

- **Send questions to: Ashley Kaye – [akaye@niswmd.org](mailto:akaye@niswmd.org) or call the District Office Monday-Friday 8AM-4PM. 260-587-3063**
- **To fill out an application go to: (Main Office) 2320 W 800 S Ashley, IN 46705**
- **To request an application by email: [akaye@niswmd.org](mailto:akaye@niswmd.org)**



**POSITION TITLE: Operator**

**DEPARTMENT: Field Operations**

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**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 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 regarding sex, race, color, religion nationality and ethnic origin.
- You must possess an Indiana Commercial Driver's License (Class A) or be able to obtain it within 6 months.

