

# Inland Technologies International Limited

## Job Description

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**Position:** Lead Processing Equipment Operator

**Reporting Structure:** Site Operations Supervisor/Operations Manager

### Definition:

The Lead Processing Equipment Operator is responsible for the safe and efficient daily operation of the glycol concentrators and all other processing equipment systems, and to assist the Site Supervisor ensuring all other operators are in compliance while abiding by all of Inland's policies and Standard Operating Procedures (SOP's).

### Primary Responsibilities

- To monitor glycol processing equipment units to assure optimum production and efficiency.
- To maintain glycol processing equipment as per Inland's maintenance manuals and SOP's in order to perform any and all maintenance functions as directed by management.
- To complete and distribute daily glycol processing equipment production reports neatly and accurately.
- To perform quality assurance sampling of all production processes at regular intervals during shifts, by using correct sampling protocol as established by Inland SOP's and to ensure that all samples are in compliance with all written company and Government rules and regulations.
- To assist supervisor(s) in the coordination of manpower during deicing activities and storm events, including assigning other operators and part timers airfield deicing /monitoring , tank level and sampling, or truck escorting and offloading duties as defined in inland SOP's
- To keep all Inland owned or managed equipment, tools and materials in good working order; including keeping the aforementioned clean and organized in their assigned storage locations when not in use. Reporting to supervision broken or missing tools.
- Assist with the Inventory control, tracking and replacement of all related processing equipment (i.e. Filter Bags, Chemicals, miscellaneous parts and supplies).
- To abide by Health and Safety principles by using issued and available safety equipment as required by SOP's in the day-by-day operations of the facility.
- To maintain a clean, safe and hazard free workplace at all times.

- To keep all Inland's owned equipment, tools and materials in good working condition; including keeping the aforementioned clean and in their assigned storage areas when not in use.
- To report to management any possible improvements to the manufacturing process.
- To complete necessary repairs when needed on a timely basis such as; replacing parts, blowers, plumbing new lines and re-plumbing oil lines, installing valves, meters, sensors, etc.
- To work cooperatively with all other staff involved in the completion of assigned duties and to maintain communications between other employees and shifts about current conditions of machines.
- To work cooperatively with airport authority and outside contractor(s) while representing yourself in the best image for the company.
- Escort non security badge holding personnel in accordance with airport written escorting procedures.
- To ensure that the processing equipment and associated recycling equipment are continually inspected and maintained in proactive manner.
- To perform truck transfer operations which include both loading and unloading of tankers, and transfers of fluid between tanks.
- To perform product quality testing and ensure accurate reporting and accounting.
- To perform water quality testing and reporting in relation to SOP's.
- To assist in glycol recovery operations when required.
- To diligently execute any and all other job related duties assigned by management.

## **Physical Requirements**

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee is regularly required to sit; use hands and fingers to handle and feel. Speak clearly and be able to hear and comprehend instructions. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Position primarily involves sitting behind the wheel of a Vehicle. Employee may be required to move, connect, disconnect hoses and be able to operate industrial valves and perform general labor duties.
- Drive company vehicle off airport property, to pickup spares parts and supplies as directed by your Site

Supervisor.

- Be able to operate in a demanding environment i.e. (confined spaces, high traffic etc.).

### **Special Skills, Knowledge and Abilities**

- Have general competence in mechanical and computer operations, the ability to communicate effectively both orally and in writing.
- The ability to understand and demonstrate safety in the workplace.
- High school diploma or equivalent.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations to customers and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **Working Conditions**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The noise level in the work environment is usually loud. There will be times when you will be required to work outside your normal work schedule, so that we may meet the needs of our customers and/or operational requirements.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**Equal Opportunity/Affirmative Action (M/F/D/V) and Drug Free Workplace Employer**