

INLAND TECHNOLOGIES INT'L LTD.

JOB DESCRIPTION

Position: Lead Recovery Equipment Operator

Reporting Structure: Site Supervisor, Operations Manager

Definition:

The **Lead Recovery Equipment Operator (LREO)** is responsible to perform glycol recovery services, and to assist the Site Supervisor ensuring all other operators are in compliance with Inland's policy of superior service and satisfaction as well as performing the following requirements:

Primary Responsibilities

- Ensure that all Inland **REO's** are in compliance and abide by Inland's procedural handbooks (SOP, Safety etc), operational plans, and directives of management to ensure that all work is done according to specifications of all Governmental Labor, Health and Safety laws, regulations and policies and/or regulations.
- To professionally operate and maintain the company's Glycol Recovery Vehicles /Mobile Recovery Vehicles (GRV/MCU) up to 33,000lbs and other associated Equipment within close proximity to aircraft, airfield personnel and equipment.
- To abide by Inland's procedural handbooks, operational plans, and directives of the supervisor to ensure that all work is done according to specifications and/or regulations.
- To assist in the training of all operators in the proper Recovery Equipment operational procedures and inform the site supervisor immediately of any deficiencies in Recovery operation, daily vehicle inspections and daily paperwork submitted by all operators.
- Ensure all operators paperwork is completed and filed promptly and accurately.
- To work co-operatively with all other staff involved in the completion of assigned duties.
- To ensure all operators perform their daily checklist / walk-around inspection prior to any operations.
- To perform, and instruct operators with light maintenance tasks on Recovery Equipment, and to immediately report any repair requirements
- To assist in the daily tracking, recording and measuring of all collected fluids stored on site.

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- To complete a daily operations report to be supplied to the site supervisor upon shift-end.
- To routinely inspect de-icing surfaces while on shift, and promptly collect or dispatch the appropriate number of operators to collect spent aircraft de-icing fluid (ADF) well before the risk of fluid escape.
- To be mindful of any fluid segregation requirements as directed by the Site Supervisor.
- To empty the debris tank into Inland's storage vessels well before the risk of overflow. The volume and concentration must be recorded for every load. The debris tank must be emptied of solids on a regular basis, and fluid should never be stored in the debris tank overnight.
- 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.
- To assist as a process equipment operator when recycling operations begin.
- To jet wash the de-icing surfaces as directed by the Site Supervisor.
- To promptly and accurately complete all associated paperwork as required.
- To work co-operatively with all other staff involved in the completion of assigned duties while representing yourself in the best image for the company.
- To work co-operatively with airport authority and outside contractor while representing yourself in the best image for the company.
- To perform daily Vehicle walk-around inspections utilizing appropriate checklists.
- To perform and record light maintenance tasks on Vehicles and Equipment, and immediately report any repair requirements.
- To properly fuel equipment to ensure operation readiness during your shift.
- To routinely inspect de-icing surfaces while on shift, and promptly collect spent aircraft de-icing fluid (ADF) well before the risk of fluid escape.

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- To be alert and aware of other apron traffic, and to only begin vacuuming when it can be done safely without interfering with aircraft movement. ***Aircraft always have the right of way.***
- To be mindful of any fluid segregation requirements as directed by the Site Supervisor.
- To empty the debris tank into Inland's storage vessels well before the risk of overflow. The volume, location and concentration must always be recorded for every load. The debris tank must be emptied of solids on a regular basis, and fluids should never be stored in the debris tank overnight.
- To jet wash the de-icing surfaces as directed by the Site Supervisor.
- To assist with other Recovery/Processing operations and/or facility improvement anytime Recovery Vehicle Equipment is not in use.
- To maintain a clean and safe working environment while performing duties on shift.
- Document and notify to the Site Supervisor any irregular operational issues that you observed.
- To properly operate and maintain testing equipment as 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.

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- 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