

# INLAND TECHNOLOGIES INT'L LTD.

## JOB DESCRIPTION

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**Position:** Recovery Equipment Operator

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

### **Definition:**

**The Recovery Equipment Operator (REO)** is responsible to perform glycol recovery services, while maintaining Inland's policy of superior service and satisfaction as well as performing the following requirements:

### **Primary Responsibilities**

- To 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 and/or regulations.
- Ensure that Inland is in compliance with all Governmental Labor, Health and Safety laws, regulations and policies.
- 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 promptly and accurately complete all associated paperwork as required.
- To work cooperatively with all other staff involved in the completion of assigned duties while representing yourself in the best image for the company.
- To work cooperatively with airport authority and outside contractor(s) 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 follow the Equipment Fuelling SOP to ensure operational 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.

- 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.
- Escort non security badge holding personnel in accordance with airport written escorting procedures.
- 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.

## Technical Service Representative – Recovery Vehicle Operator

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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**