

BUFFALO LAKE P&R DISTRICT MARQUETTE COUNTY WISCONSIN

JOB DESCRIPTION: Transport Operator

REPORTS TO: Harvesting Supervisor

POSITION SUMMARY: The transport operator is responsible for the safe and efficient operations of the transport.

KEY ACCOUNTABILITES:

1. Operate transport within designated cutting plan while moving between pick up locations and designated drop off locations on Buffalo Lake.
2. Perform safety check daily prior to leaving the shore.
 - a. Fire extinguisher must be onboard.
 - b. Life jacket must be on board.
 - c. Ensure harvesting permit and map are on the transport.
 - d. Other checks as necessary.
3. Perform required daily maintenance on assigned equipment.
 - a. Greasing the conveyor bearing blocks
 - b. Assist in the fueling of the unit.
 - c. Other items as may be designated,
4. Shall receive and obey orders and directions from the Harvesting Supervisor.
5. Provide assistance to other employees as needed
6. Assist Mechanic if they are working on your equipment.
7. Demonstrate district values of collaboration, integrity, professionalism and accountability.
8. Any signs of malfunctioning equipment must be reported to the Harvesting Supervisor.
9. Any items brought on board the transport must be removed from the transport at the end of each work day. No items may be discarded into the lake.

10. Keep a log of loads, any machine issues, breakdowns or concerns with your transport. This must be on a daily basis. Supervisor must be notified of any issue.
11. Other duties as assigned.

Note: The above statements are intended to describe the general nature and level of work being performed by the holder of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

EDUCATION AND EXPERIENCE

1. Completion of Grade 12 or equivalent GED.
2. Previous experience with hydraulic equipment would be a plus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of transport operations.
2. Good communication skills with the ability to communicate effectively in written and verbal form.
3. Ability to work in fast paced environment with minimal supervision.
4. Ability to perform to ensure the duties and responsibilities as outlined are completed in a safe, efficient manner
5. Possess a valid motor vehicle driver's license.
6. Ability to operate and maintain lake district equipment.

WORKING CONDITIONS

1. Majority of work performed will be in outdoor conditions upon water.
2. Ability to lift and/or carry up to 50 lbs.

SIGNATURES

Employee

Approved by

Date

Printed Name

Revised Jan. 2021