



**MILESTONE**<sup>®</sup>  
ENVIRONMENTAL SERVICES

## MILESTONE JOB DESCRIPTIONS

### ADT TRUCK DRIVER

Drives truck equipped with dump body to transport and dump non-hazardous E&P oilfield waste. Performs all duties according to company operating and safety procedures and guidelines to maximize safety. Conducts pre- and post-work inspections of truck. Relocates oilfield waste within facility and provides general cleaning assistance as needed. This is a non-DOT truck driver position and is classified as Off-the-Road Truck Driver.

Primary requirements include ability to read, write, and comprehend English (operational, process, safety, and quality instructions). Experience driving an articulated truck preferred. Must demonstrate ability to learn and independently operate equipment used at facility. A high school diploma or general education degree (GED) required. A valid driver's license and safe driving record are essential.

### EQUIPMENT OPERATOR

Operates at least one piece of heavy equipment or machinery equipped with buckets or dozer blade to excavate, push, or load dirt. Attaches and detaches auxiliary pieces of equipment to power drive equipment. Moves oilfield material to stockpiles and treatment cells as directed, following verbal instructions, safety, and operating procedures. Repairs cell bottoms in preparation for refill. Levels stockpiles. Performs routine CLAIR (cleaning, lubrication, adjustment, inspection, and minor repair) on assigned equipment. Reports and documents result of work performed.

Primary requirements include high school diploma or GED, ability to read, write, and comprehend English (operational, process, safety, and quality instructions), experience and proficiency operating at least one type of heavy equipment such as dozers or excavators preferred.

### OPERATIONS MANAGER

Primary responsibilities are to manage the daily operation, disposal, and maintenance of an E&P waste disposal facility. Where applicable, oversees pump and washout processes, slurry injection well operation, and overall plant facility management. Ensures compliance with environmental, regulatory, safety, and operating standards, plus policies and emergency response procedures. Provide excellent customer service.

Primary requirements include a high school diploma, trade school, or equivalent; some college a plus. Ability to read, write and comprehend English; at least five years operations and supervisory experience with thorough knowledge of the methods and techniques used in a similar environment utilizing heavy equipment; mechanical aptitude along with scheduling and cost control experience; exposure to shift scheduling, cost control, safety, environmental, and facilities/capital equipment management; P&L reporting; and a valid driver's license and safe driving record.

### OPERATIONS SPECIALIST

Provides operations and administrative support to the plant facility in the office, as well as with the services provided at the facility to customers. Prepares customer tickets according to company procedures and required record-keeping. Assists in directing customer truck traffic and various reporting and data entry requirements from waste received at the facility. Handles communication internally and externally with facility processes and employee needs. Provides site management backup to Operations Management as directed. Supervises and facilitates new employee orientation for all new employees in all positions.

Primary requirements include a high school diploma, trade school, or equivalent; ability to read, write and comprehend English; working knowledge of the jobs at the facility if backup with customer volume is requested; ability to perform basic math equations; working knowledge of Microsoft Office; and ability to diagnose process problems, troubleshoot basic equipment, and take corrective action within policy and procedure limitations.

## OPERATIONS SUPERVISOR

Primary responsibilities are to supervise the daily operations, cleaning, treatment, disposal, and maintenance of a waste disposal plant facility. Assures compliance with established environmental, regulatory, safety, operating standards, policies, and emergency response procedures. Spends a considerable amount of time coaching employees on operational and safety procedures. Works directly with employees to increase their skill level and competency.

Primary requirements include at least three years of Operations experience and supervisory/lead experience with supervising crews/teams of 10-25; a thorough knowledge of the methods and techniques used in a similar environment utilizing heavy equipment; and hands-on experience working with injection pumps, shakers, and excavators. Requires a high school diploma, trade school, or GED. Ability to read, write, and comprehend English.

## PUMP OPERATOR

Primary responsibilities include unloading trucks, operation and maintenance of pumping equipment, monitoring and managing tank levels and flow rates, maintaining and operating valves, and plant operations through a PLC. Will be responsible for keeping records, plant inspections, and maintaining a clean and safe workplace.

Primary requirements include hands-on experience and knowledge working with pumps as related to injection wells (tri-plex pumps a must); a commitment to safety; and an ethical character to adhere to all safety policies and procedures. Requires a high school diploma, trade school, or GED. Ability to read, write, and comprehend English.

## RECEIVER

Primary responsibilities include directing the unloading of trucks with various waste streams at plant facility and preparing customer tickets according to company procedures and required record-keeping. Reviews manifest, prepares data entry, collects samples, and performs lab tests on load samples. Directs customer truck traffic and waste offloading accordingly. Coordinates process with plant staff and performs a variety of administrative tasks as needed, as well as Wash Rack Operator duties as assigned.

Primary requirements include experience directing the unloading of trucks with various waste streams at a plant facility; experience preparing customer tickets according to company procedures; and record-keeping experience. Ability to read, write, and comprehend English. Must have computer skills and be able to work an iPad. Requires a high school diploma, trade school, or GED.

## WASH RACK OPERATOR

Primary responsibilities include performing truck washing process at plant facility using high pressure equipment, hoses, and approved products. Performs general clean-up and maintenance for plant facility.

Primary requirements include experience working with truck washouts in an oil-based mud environment and in a safety sensitive environment; and experience working with offloading trucks and heavy equipment in a plant environment. Requires a high school diploma, trade school, or GED. Ability to read, write, and comprehend English.