

## JOB POSTING



Revised: 2/2011

**Job Title:** Fleet Mechanic  
**Payband:** Skilled Operators  
**Department:** Landfill Operations  
**Reports to:** Mechanic Supervisor  
**Exempt:** No

**Please forward resumes and applications to the Human Resources Department. This position will remain posted until filled.**

### SUMMARY

Under general supervision, performs daily workflow of repair and maintenance on all fleet vehicles, landfill machines, and equipment. Reports directly to Mechanic Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned as needed. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Performs on-going inspection and daily preventive maintenance activities on all mechanical, electrical, and rolling equipment.
- Review operator daily equipment reports.
- Respond to requests relating to service calls and maintenance needs/problems in a timely manner.
- Observe operation of machines, vehicles and all mechanical and electrical equipment for potential problems.
- Troubleshoot equipment as referred by work orders or verbal directives and determine necessary repairs; perform such work as is feasible and appropriate.
- Maintain accurate records of maintenance on all machinery, vehicles, and equipment.
- Utilize a variety of mechanical, welding and machinist tools to fabricate, rebuild, and repair equipment and parts.
- Relays needs of parts and supplies to Mechanic Supervisor.
- Periodically test start-up and performance of all machinery, vehicles and equipment.
- Fabrication, assembly and installation of special structures and equipment.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

### EDUCATION and/or EXPERIENCE

- High school diploma or an equivalent recognized certification required
- At least two years experience in maintenance repair and troubleshooting of landfill and earthmoving equipment including dozers, landfill compactors, motor graders, articulated trucks, backhoes, and trackhoes and/or training, or equivalent combination of education and experience.

- Previous experience in maintenance of rolling stock, mechanical and electrical system components on various equipment.

#### **KNOWLEDGE of**

- Garage operations regarding scheduling and assigning work.
- Maintenance requirements of general landfill equipment with special emphasis on heavy equipment, heavy truck and trailer.
- Operation of light, medium and heavy equipment used in landfill operations.
- Reading and application of schematics and drawings.
- Identification and use of common hand and power tools.
- Metalworking processes, such as heat treating and plating.
- Basic principles of geometry and algebra
- Mechanical tools, parts and support equipment.
- Techniques, tools and materials used in maintenance and repair of machinery and equipment.
- Proper safety procedures and practices.
- Applicable software programs such as Word, Outlook, and Excel.
- Electrical and Hydraulic systems related to the maintenance and operation of equipment and vehicles used by SWACO.
- Ability to read, understand and follow maintenance schedules for different pieces of equipment and machinery.
- Electronic Maintenance Software

#### **SKILLS**

- Operation, maintenance or repair of:
  - Light, medium and heavy equipment.
  - Common hand and power tools.
  - Milling machines, lathes, grinders, stick, TIG, wire feed welder, and other machine tools utilized in the fabrication and repair of parts servicing the landfill equipment.
- Ability to:
  - Communicate effectively with peers, supervisors and other managers.
  - Diagnose mechanical and electrical problems.
  - Effectively perform diagnostics on computerized systems using a variety of electronic troubleshooting systems. (Cat ET, Cummins Powerspec, Detroit DDL)
  - Repair, maintain, service, align, set up, adjust and test machines, vehicles and equipment used in landfill operations.
  - Determine the appropriate tools and equipments to perform repairs and maintenance efficiently and correctly.
  - Prepare and maintain basic records and logs.
  - Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
  - Read, interpret and follow documents such as safety rules, operating and maintenance instructions/manuals, and procedure manuals.
  - Accurately read and record technical data from gauges and meters.
  - Write routine reports and correspondence.
  - Effectively explain causes of mechanical problems and methods to eliminate re-occurrence of problems to other employees.
  - Convey simple and complex ideas in writing
  - Convey and follow complicated instructions clearly and precisely to subordinate employees

- Maintain a positive work atmosphere by behaving and communicating in a manner that promotes good relationships with customers, clients, co-workers and management.

Additional skills may be required to perform additional tasks specific to work location, department, or line of business.

#### **CERTIFICATIONS AND LICENSES**

- Ohio CDL Class A Required

#### **PHYSICAL REQUIREMENTS**

This position requires performance of physical activities that require moving one's entire body, such as in climbing, lifting, balancing, walking, stooping, twisting, and kneeling; considerable use of the arms and legs, including use of hands to finger, handle or feel; reaching with hands and arms; and talking and hearing. These activities may be required for prolonged periods of time. The employee must regularly lift, push, pull and/or move up to 25 pounds and occasionally lift, push, pull, and/or move 100 pounds or more. Will also climb ladders, use power tools including drills, presses and lathes and other noise producing tools and equipment, work in heavy vehicle traffic conditions and enter into spaces with limited work area. Specific vision abilities required by this job include near and far vision, color vision, and ability to adjust focus. Personal Protection Equipment (PPE) requirements as needed: Hard hat, safety glasses, hi visibility outer garment, steel toe boots with steel shanks, gloves, paper respirators.

#### **WORKING CONDITIONS**

Work may be performed near moving mechanical parts, in elevated dangerous conditions and outdoors. Significant exposure to adverse weather conditions, sun exposure, cold, heat, loud noise, chemicals, dust, odors, fumes, mechanical hazards, fire hazards and electrical hazards.

Must be available for emergency call, shift work and mandatory overtime.

**ACKNOWLEDGMENT AND RECEIPT**

I acknowledge receipt of the Fleet Mechanic position description. I have been provided an opportunity to read it and ask questions regarding its contents. I understand that the position description is intended to provide guidelines for job expectations and it is not intended to be an all inclusive list of functions, responsibilities, skills, and abilities needed for the position. I further understand that SWACO is an "At-Will" employer and this document does not represent a contract of employment. I understand that SWACO reserves the right to change this position description and/or assigned tasks as deemed appropriate by SWACO.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date