

SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY  
JOB DESCRIPTION

## **MAINTENANCE MECHANIC**

**Supervised by:** General Manager, Operations Manager

**Position Summary:**

Under the general supervision of the Operations Manager, the maintenance mechanic performs routine and complex repairs and maintenance on a variety of vehicles and heavy equipment in support of landfill operations. Assists with inventory of parts and supplies, schedules repairs and maintenance with outside contractors as necessary. Maintains records of maintenance for all landfill vehicles and equipment.

**Essential Job Functions:**

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs diagnostic analysis, preventing maintenance and repair to all vehicles and equipment owned and operated by the landfill. Equipment includes compactor, front-end loader, forklift, scraper, excavator, bulldozer, snow plow, dump truck, and other construction and landscaping equipment.
2. Schedules equipment maintenance and repair with outside contractors when necessary due to warranty requirements or complexity of repair.
3. Could be called upon to design, weld, and or construct various equipment.
4. Performs general maintenance of buildings, landfill equipment, facilities and structures on landfill property.
5. Operates landfill vehicles and equipment as needed.
6. Completes all projects in accordance with established standards for quality, efficiency and safety.
7. Keeps abreast of developments in vehicle and equipment maintenance and repair through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

8. Participates in safety training and attends safety meetings. Adheres closely to all safety policies and regulations in order to assure the safety of employees and the public.
9. Performs manual labor tasks in support of landfill operations as necessary. Assists in picking up papers as needed.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Desired Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and desired qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma, or equivalent, supplemented by training in vehicle and equipment repair and maintenance.
- A valid vehicle operator's license. The appropriate Commercial Driver's License needed to operate equipment on public roads.
- Thorough knowledge of the operation, maintenance, diagnosis and repair of vehicles and heavy equipment.
- Knowledge of the methods, tools, materials and equipment used in the construction, repair and maintenance of landfill facilities.
- Skill in the operation and maintenance of assigned vehicles, equipment and power tools.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and changes in work priority.
- Ability to perform a variety of skilled construction, maintenance and repair tasks.
- Ability to perform heavy manual labor tasks and lift up to 80 pounds.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, and follow directions.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; smell, and see with good, color vision. The employee frequently is required to use hands to finger, handle or feel, and reach with hands and arms. The employee is required to sit, stand, walk, and stoop for extended periods. The employee must lift and/or move items of light to heavy weight.

The employee is often exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet, but may become very loud. All appropriate Personal Protective Equipment (PPE) to protect against these hazards will be provided by the SEBC Landfill and must be worn/used appropriately, according to the job or task assigned.