

SOLID WASTE SPECIAL SERVICE DISTRICT #1

JOB DESCRIPTION

MASTER MECHANIC

Duty:	Regular, Full-Time	Hourly Compensation:	\$16.00-\$28.00 DOE
		Retirement Benefit:	\$1.60-\$2.80 per hour
Position:	Non-Exempt	Insurance Benefit Value:	\$3.76-\$10.78 per hour

GENERAL SUMMARY

The Heavy Equipment/Diesel Master Mechanic performs a variety of maintenance and repair functions on both diesel and gasoline vehicles and equipment. Performs preventative maintenance inspections (PMI), troubleshoots, repairs, and rebuilds major components on vehicles, heavy equipment, and facilities. Ensures accurate diagnosis and effective repair and/or replacement of components to allow operations in accordance with the established district, county, state, and federal regulations. Must maintain work orders and similar record tracking systems including scheduled maintenance programs. Must be able to operate a variety of heavy equipment including but not limited to dozers, loaders, scrapers, compactors, forklifts, and over the road vehicles. Operating conditions are landfill and recycling center operations.

ESSENTIAL FUNCTIONS

- **Performs repairs and maintenance:**
 - Inspect, diagnose, and repair electrical, hydraulic, suspension, drive train, engine, brake, and air systems on vehicles and equipment
 - Proficiency in the diagnosis, repair, and rebuilding of major components on assigned equipment
 - Performs preventive maintenance inspections and ensures the timely and effective repair of any problems identified during an inspection
 - Estimates time and material costs on vehicle/equipment repairs and acquires new parts via District purchasing policy and purchase order system
 - Inspects the quality of outside/supplier repairs and/or rebuilds
 - Conducts scheduled safety checks on vehicles, no less than semiannually
 - Performs maintenance related work as required
 - Assess structural damage and assigns needed repairs utilizing the most appropriate method(s)
- **Performs administrative tasks:**
 - Complete related documentation (hard copy and/or computer reports) for operations, equipment repairs, and maintenance including fueling, oil changes, cleaning, and related maintenance and repair functions.
 - Maintains inventories of tools, parts, filters, equipment fluids, and other related items in conjunction with the Administrative Assistant and Facilities Supervisor.
 - Collaborates with operational staff in a team environment to support the transfer of knowledge and understanding of effective and efficient equipment inspections, minor maintenance duties, operational components of equipment and vehicles, and appropriate use of equipment and vehicles.
 - Works overtime as needed including state/federal holidays, Saturday operations, or during emergency response conditions; and,
 - Performs related duties as required.
 - Operate and navigate through various software programs used to troubleshoot equipment, schedule and update maintenance plans, order parts, and use electronic interface diagnostic tools.
- **Supports operational tasks:**
 - Infrequently operates equipment for landfill operations including loaders, blade/maintainer, dozer, scraper, compactor, baler, and similar heavy equipment

ENVIRONMENTAL FACTORS

- May be exposed to varying weather conditions, noise levels, dust levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste or mechanical hazards associated with an open automotive shop environment.
- Work conditions are typically in an industrial warehouse and/or construction type setting and may include standing and walking on level and uneven surfaces, twisting, sitting, climbing stairs and/or ladders, bending, pushing, pulling, crouching, reaching, bending and crawling, grasping, dragging, lifting and carrying items weighing 50 pounds or more. May work above shoulder level with power and /or hand tools weighing 15 pounds or less a restricted, enclosed spaces.
- Requires meeting the physical requirements of the positions and have mobility, hearing, sense of smell, visual acuity, and dexterity levels appropriate to the duties to be performed.
- Work may have to be performed outside in all types of weather in the event of an emergency repair where equipment cannot be brought to a more sheltered environment (e.g. maintenance shop).

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D. and a minimum of three (3) years of experience in automotive/truck and heavy equipment maintenance and repair with completion of an accredited vocational technical school program with one year of fleet experience recommended.
- Proficiency in vehicle and equipment diagnosis and repair, including working knowledge of fuel, ignition, cooling, mechanical, suspension, drive train, engine, transmission, hydraulic, electrical, and air brake systems
- Knowledge of safety protocol, procedures, and practices necessary while operating or repairing vehicles and equipment
- Skill in operating applicable shop machinery, tools, equipment, parts, and procedures utilized during the repair and servicing of vehicles and equipment and skill in repair of special purpose equipment
- Ability to effectively communicate needed repairs and tasks, to diagnose defects and repair a variety of equipment and vehicles, and to read and comprehend service and technical information
- Ability to complete required paperwork to accurately document repairs, utilization of parts and associated repair times including ability to perform basic mathematical functions of multiplication, division, addition, and subtraction.
- Must possess basic computer skills in a Microsoft™ Windows environment to include data entry and ten key operations as software to be utilized includes Excel spreadsheets and database entry
- Must obtain and maintain First Aid and Cardio/AED Pulmonary Resuscitation (CPR) certifications.
- Must possess a valid Utah State driver's license.

MANDATORY PROGRAM PARTICIPATION

- This position requires use of safety and personal protective equipment.
- This position may require a baseline auditory test and annual inspection thereafter.
- This position may require a pulmonary function test and fit testing for use of a respirator.
- This position may require participation in any district drug and alcohol testing program

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE INCUMBENT IN THE POSITION.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Solid Waste Special Service District is an EEO/ADA employer.

Received by: _____ Date: _____

Print Name: _____