

Last Revision: October 9, 2017

Fremont County Solid Waste Disposal District
Fremont County
Lander, Wyoming

JOB TITLE:
SENIOR MECHANIC

GENERAL

REPORTS TO: Superintendent of Operations.

POSITION SUMMARY: A full-time employee who will maintain all aspects of the Districts equipment and vehicle fleet.

LOCATION: Lander – expected to travel around the District on a daily basis as needed to perform duties.

TYPICAL SCHEDULE: 8:00am until 5:00pm, Tuesday through Saturday.

STATUS: Non-Exempt

STARTING WAGE: \$51,000 along with the standard benefit package

OVERALL FUNCTIONS: Works independently with daily responsibility for hands-on diagnostic, analysis, repair, new construction, and upkeep of all District equipment (i.e. vehicles, heavy and light equipment, balers, and shop equipment). Responsible for shop administrative duties.

RESPONSIBILITIES AND DUTIES:

1. Ensure safe and cleanly shop conditions/operations.
2. Ensure a well-managed maintenance shop.
3. Provide all necessary hand tools for the day-to-day maintenance of equipment.
4. Ensure proper maintenance of District buildings, tools, vehicles, and equipment.
5. Responsible for the repair and maintenance of the District buildings, vehicles, and equipment.
6. Performs routine inspection and preventative maintenance on all District buildings, vehicles, and equipment.
7. Maintain a full list of District equipment, vehicles, and fleet in an electronic format (this must be maintained).
8. Track all warranty dates and report on them written quarterly to the Superintendent.
9. Track, document, and report all rental and lease equipment, vehicle, and fleet hours.
10. Complete all work orders, including but not limited to field maintenance, repairs, and service work.
11. Maintain electronic and hard copy records relating to the following, including the work order request, parts, labor hours, warranties, costs, and notes:

- a. Vehicle Repairs/Work,
 - b. Equipment Repairs/Work,
 - c. Buildings Repairs/Work.
12. Clears all purchases/expenses greater than \$5,000.00 and discusses all purchases/expenses greater than \$1,500.00 with the Superintendent.
 13. Develop reports and or cost/benefit analysis as needed or requested by the Superintendent for equipment replacement and/or major repairs.
 14. Responds to the needs of the District employees regarding repair, maintenance, or technical support in a friendly, professional and expeditious manner.
 15. Dispose of all hazardous waste generated in the shop and during repair and maintenance of all vehicles and equipment in an environmentally responsible manner. Hard copies and electronic copies of vendors used and disposal of materials shall be maintained.
 16. Coordinate operational training on all newly purchased equipment and vehicles and review the OMM with staff.
 17. Maintains an adequate inventory of all necessary shop supplies.
 18. Maintains an adequate inventory of, as well as a hard copy and electronic copy of:
 - a. Consumable equipment/vehicle items (i.e. wiper blades, filters, lubricants, belts, fluids, tubes, etc.),
 - b. Tires (equipment and vehicles),
 - c. Equipment Parts/Supplies,
 - d. Baler Parts/Supplies,
 - e. District Tools,
 19. Maintains a consistent inventory of shop supplies and consumable equipment/vehicle items to maintain accurate SDS logs.
 20. Maintains accurate SDS logs for all sites and a master log at the shop. This shall be reviewed annually.
 21. Maintains an adequate supply of regularly used parts (i.e. grader blades, bolts, washers, electrical supplies, etc.). Monitors inventory on-hand products and orders products to maintain an appropriate level.
 22. Regularly shop supply houses and vendors to get the best values. Hard copies and electronic copies shall be maintained of these communications and quotes.
 23. Develop equipment, vehicle, and fleet bidding specifications as requested by the Superintendent.
 24. Track, manage, and document the Freon removal from appliances and goods accepted/collected in the District's scrap metal collections.
 25. Assists with general operations as directed. These duties will include, but not be limited to:
 - a. Truck Driver – as needed, operates trucks of various sizes and weights in loading, hauling, and unloading various materials, equipment, and supplies.
 - b. Equipment Operator – as needed, operate light and heavy equipment of various sizes and weights in compacting/moving waste, grading soils, maintaining drainage on sites, repairing roadways, and loading materials.
 - c. General Laborer – assists with various tasks within the bale facilities moving waste, operating the waste baler system, assisting the general public and commercial haulers in waste unloading, assisting with traffic control, fencing, and other needs of the supervisor.
 - d. Other – filling in with other duties as directed by the supervisor.
 26. This list of duties is intended to provide a general understanding, and not intended to list all essential duties.

DISTRICT PROVIDED EQUIPMENT:

1. Cellular phone for District business only.
2. Field Service Truck partially stocked with District owned tools use as transportation to/from field service work. The truck will be kept at the Lander Landfill. The truck is intended for only District related business.
3. Specialty Tools.

SAFETY:

1. Operates all equipment and tools in a safe and prudent manner.
2. Wears appropriate personal protective equipment (i.e. safety glasses/goggles, safety vests, hard hats, and other safety clothing to maintain safety of the job).
3. Actively participate in all safety meetings.
4. Maintains awareness of other vehicles, equipment, people, and other safety hazards near work sites.
5. Follows internal and external safety operating procedures as established by the Fremont County Solid Waste District and supervisors.
6. Performs all duties in conformance to appropriate safety and security standards.

MAINTENANCE OF EQUIPMENT:

1. On the maintenance schedule established by the manufacturer (minimum) clean, lubricate, and service equipment and trucks as appropriate (i.e. air, fuel, transmission filters, oil change, lube, changing wear items).
2. Performs routine inspection and preventative maintenance on equipment, vehicles and buildings.
3. Refers detected repairs/work orders beyond the District's staff and/or maintenance shops capability to the Superintendent, along with a recommendation of repair with a cost estimate.
4. Completes safety walk-a-round check list prior to beginning work with any equipment.

PUBLIC RELATIONS/INTERACTION:

1. Greet the public in a friendly, helpful manner.
2. Answer questions regarding the Solid Waste District, or refer questions to the appropriate personnel.
3. Maintains professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff.

SUPPLEMENTAL DUTIES:

1. Assist filling in duties for Equipment Operators and Truck Drivers.
2. Assist filling in duties for Laborers and Scale Attendants.
3. Assist filling in duties in the operation of the transfer stations.
4. Assist with Emergency Services.

AGREEMENT:

I certify that I have read, understand, and can fulfill all of the above listed information and requirements associated with this position at the Fremont County Solid Waste Disposal District. Any requirements that cannot be fulfilled have been identified along with supporting information.

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

REQUIREMENTS

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. Graduation from high school or equivalent experience.
 - b. Minimum of five (5) years of experience in the repair and maintenance of automotive, light duty, medium duty, and heavy duty vehicles and equipment, as well as competent experience in maintaining an accurate filing/log system.
 - c. Experience in waste/recycling baler systems is preferred, but not required.
2. Knowledge, Skills, and Abilities:
 - a. Considerable knowledge of vehicles, light duty equipment, medium duty equipment, heavy duty equipment, repair and maintenance.
 - b. Knowledge of waste/recycling baler systems preferred, but not required.
 - c. Considerable knowledge of hydraulic systems repair and maintenance.
 - d. Working knowledge of the hazards and safety precautions common to heavy equipment and truck operations.
 - e. Ability to perform heavy manual tasks for extended periods of time.
 - f. Ability to weld and fabricate.
 - g. Ability to understand and follow written and oral instructions.
 - h. Ability to communicate effectively verbally and in writing.
 - i. Ability to work alone and with groups of staff members.
 - j. Ability to work safely.
 - k. Ability to observe proper safety precautions.
 - l. Ability to use computers, establish and maintain electronic filing systems, including but not limited to Microsoft Word and Excel.
 - m. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
 - n. Ability to perform heavy manual tasks under varying weather conditions.
 - o. Ability to drive and operate a variety of equipment and trucks in varying weather conditions.
 - p. Ability to identify and handle hazardous waste preferred, but not required as the District provides training.
3. Necessary Special Requirements:
 - a. Expected to provide on-call services after hours and/or on days off as needed.
 - b. Valid Wyoming State Driver's License.
 - c. Class A Commercial Driver's License (CDL) Certification.
 - d. Experienced diesel, gas, and hydraulic mechanic.
 - e. Experience using computer programs for diagnostics, including but not limited to CAT E.T.
 - f. Working knowledge of electrical components.
 - g. Ability to be insured under the Fremont County insurance.
 - h. Ability to take breaks at locations where maintenance/mechanical work is completed for the day. No guarantee of being at the main shop for any break period.

PRE-EMPLOYMENT SCREENINGS:

- Pre-employment screenings will include, but are not limited to, the following: drug screen, references, criminal background, and credit history.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. There are no “light” duties or “limited” duties that can be made for an employee that cannot meet these requirements. If requested reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is constantly required to hear, read, use hands to finger, handle or feel objects, reach with hands and arms, taste or smell, and operate equipment, vehicles, and trucks, sit, talk, climb, balance, stand, walk, stoop, kneel, crouch and crawl. The employee will be asked to use a computer.
2. The employee must constantly lift and/or move up to 25 pounds. The employee is frequently required to lift and/or move up to 70 pounds. Occasionally, the employee is required to lift and/or move up to 100 pounds and infrequently must lift and/or move more than 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. If requested reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is constantly exposed to fumes and/or airborne particles, outdoor weather conditions, vibrations, and works near or with moving objects. The employee constantly works with others, around others, and has contact with the public. The employee is infrequently exposed to toxic or caustic chemicals, extreme heat, wet, humid conditions and risk of electrical shock. The employee infrequently works in confined areas, in high, precarious places, and infrequently works extended hours.
2. The noise level in the work environment is usually loud to very loud.
3. Safe operations are required. Appropriate personal protective equipment will be required.

MENTAL/MOTOR DEMANDS: The mental/motor demands described here are representative of those that must be made by an employee to successfully perform the essential functions of this job. If requested reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee constantly meets deadlines, maintains attentiveness, and provides guidance and co-worker support. The employee is constantly involved in social interactions which frequently require oral and written communications. The employee frequently maintains flexibility (ability to shift from one task to another), and performs routine work.
2. Memory, reasoning, and judgment are constantly used and required on the job. Estimating and problem solving are frequently used and required on the job. Mathematics are also frequently used on the job.

AGREEMENT:

I certify that I have read, understand, and can fulfill all of the above listed information and requirements associated with this position at the Fremont County Solid Waste Disposal District. Any requirements that cannot be fulfilled have been identified along with supporting information.

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Employment Application – Please Print or Type

Revised: October 5, 2012

APPLICANT INFORMATION

Last Name	First	MI	Today's Date
Street Address			Apartment/Unit#
City	State		Zip Code
Phone ()	E-Mail Address		
Date Available to Start	Desired Salary		
Position Applied for			
How did you hear about the open position _____			
Are you a citizen of the United States? YES/NO If no, are you authorized to work in the U.S.? YES/NO			
Have you ever worked for this company? YES/NO If yes, when? _____			
Have you ever been convicted of a felony? YES/NO If yes, please explain _____			

EDUCATION

High School	Address	
From _____	To _____	Did you graduate? YES/NO
College	Address	
From _____	To _____	Did you graduate? YES/NO Degree _____
Other	Address	
From _____	To _____	Did you graduate? YES/NO

DRIVERS LICENSE INFORMATION

Do you have a valid Wyoming driver's license? YES/NO

If yes,

1. Please list your driver's license number: _____
2. What is the type of license? _____
3. Please list all endorsements _____
4. Please list the types of trucks operated (if applicable) that have been operated, the role or conditions the trucks were operated, and the amount of time spent operating the trucks: _____

Equipment Operation Background

Please list the type of equipment and heavy equipment that you have operated, in what role or conditions the equipment was used, and the amount of time spent operating the equipment : _____

REFERENCES

Please list three references for both the Professional and Personal

Professional References:

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Personal References:

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

PREVIOUS EMPLOYMENT

Please list three previous employers, starting with your present or most recent employment.

Company	Phone ()	May we contact? YES/NO
Street Address		Apartment/Unit#
City	State	Zip Code
Job Title	Supervisor	
Responsibilities		
Date Hired	Date the position was left	
Reason for leaving		

Company	Phone ()	May we contact? YES/NO
Street Address		Apartment/Unit#
City	State	Zip Code
Job Title	Supervisor	
Responsibilities		
Date Hired	Date the position was left	
Reason for leaving		

Company	Phone ()	May we contact? YES/NO
Street Address		Apartment/Unit#
City	State	Zip Code
Job Title	Supervisor	
Responsibilities		
Date Hired	Date the position was left	
Reason for leaving		

MILITARY SERVICE

Branch	From	To
Rank at Discharge		Type of Discharge
If other than honorable, please explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Date _____