

Last Revision: March 10, 2026

Fremont County Solid Waste Disposal District
Fremont County, Wyoming

JOB TITLE:
SENIOR MECHANIC

REPORTS TO: Operations Manager.

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

LOCATION: Lander Landfill

TYPICAL SCHEDULE: Average 40-hour work week.

STATUS: Non-Exempt

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

RESPONSIBILITIES AND DUTIES:

1. Maintain:
 - a. A safe, clean, organized, and well managed shop.
 - b. Routine inspection and proper maintenance of District buildings, tools, vehicles, and equipment.
 - c. A full list of District equipment, vehicles, and fleet in an electronic format.
 - d. A list of equipment/vehicle warranties and timelines.
 - e. A list of rental and leased equipment.
 - f. A working list of work orders.
 - g. Electronic and hard copy records relating to the following, including the work order request, parts, labor hours, warranties, costs, and notes:
 - i. Vehicle Repairs/Work,
 - ii. Equipment Repairs/Work, and
 - iii. Buildings Repairs/Work.
 - h. Adequate inventory of all necessary shop supplies.
 - i. Current SDS logs for all sites and a master log at the shop (update annually).

- j. Adequate inventory (electronic) of:
 - i. Consumable equipment/vehicle items (i.e. wiper blades, filters, lubricants, belts, fluids, tubes, etc.),
 - ii. Tires (equipment and vehicles),
 - iii. Equipment Parts/Supplies,
 - iv. Baler Parts/Supplies, and
 - v. District Tools.
 - k. Adequate supply of regularly used parts (i.e. grader blades, bolts, washers, electrical supplies, etc.).
2. Provide all necessary hand tools for the day-to-day maintenance of equipment.
 3. Discuss and clear all purchases/expenses greater than \$500 with the Operations Manager.
 4. Develop reports and or cost/benefit analysis as needed or requested by the Operations Manager for equipment replacement and/or major repairs.
 5. Responds to the needs of the District employees regarding repair, maintenance, or technical support in a friendly, professional and expeditious manner.
 6. 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.
 7. Regularly shop supply houses and vendors to get the best values. Hard copies and electronic copies shall be maintained of these communications and quotes.
 8. 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.

MAINTENANCE OF EQUIPMENT:

1. On the maintenance schedule established by the manufacturer (minimum) clean, lubricate, and service vehicles, equipment, and trucks (i.e. air, oil, fuel, hydraulic, transmission, lube, wear items).
2. Performs routine inspections.
3. Complete repairs as reported in work orders from District staff.

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.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. Minimum of five (5) years of experience in the repair and maintenance of automotive, light duty, medium duty, and heavy-duty vehicles and equipment.
2. Knowledge, Skills, and Abilities:
 - a. 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. Knowledge of hydraulic systems repair and maintenance.
 - d. 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. Provide on-call services after hours and/or on days off as needed.
 - b. Valid Wyoming Class A Commercial Driver's License (CDL) Certification.

PRE-EMPLOYMENT SCREENINGS: Pre-employment screenings will include, but are not limited to, the following: drug screen, references, criminal background, and must be eligible for coverage with the District's insurance companies.

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.

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.

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.

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