

**City of Sallisaw
Job Description**

Job Title: Field Mechanic (Landfill)

Exempt (Y/N): No
Date: July 2020

Department: Landfill
Reports To: Landfill Superintendent

SUMMARY

The incumbent is responsible for the operation and daily preventive maintenance and repair of all types of equipment located at the landfill. Incumbent may also perform the duties of Landfill Equipment Operator III, working in the landfill pit area.

**** This position is subject to random drug and/or alcohol testing.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Responsible for daily preventive maintenance of all landfill equipment. Inspects equipment for damage or other needs requiring attention. Daily preventive checks include, but are not limited to, fueling equipment, checking all fluid levels and inspecting all hoses for wear.
2. Must have the ability to troubleshoot minor mechanical problems.
3. As needed, acquires needed parts and other supplies, for landfill equipment repair.
4. As needed, repairs, or assists in the repair, of all landfill equipment.
5. If required, cleans equipment with water or steam prior to needed maintenance or repair.
6. Ability to use wide range of shop tools, including power tools, wrenches, torque wrenches, greasing tools and other related tools.
7. Becomes knowledgeable of all regulations related to landfill equipment operators.
8. Practice safe working practices in the shop and landfill areas. Participate in required safety meetings and operational refresher courses as required.
9. As needed, performs duties of the position of the position of Equipment Operator III at the Landfill.
10. Participates in on the job training and classroom continuing education.
11. Works weekends and/or holidays as needed. May be required to work outside the normal 40-hour workweek on special projects or equipment repair.
12. Subject to after-hours call-out.
13. Appear for scheduled work with regular, reliable and punctual attendance.
14. Performs other duties as assigned.

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 individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and 2 years related experience and/or training; or equivalent combination of education and experience. Basic computer operations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Class B Commercial Oklahoma Driver's License (CDL) or be able to obtain within the first six (6) months of employment. Must have driving record suitable to the City's insurance carrier. Must complete yearly Waste Screen Certification course, as required by the State of Oklahoma Department of Environmental Quality.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Must have the ability to write reports. Ability to effectively present information and respond to questions from managers, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with immediate associates and occasional routine contacts with persons outside the organization. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram and/or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to talk and hear. The employee must be able to sit, stand and walk; use hands and fingers to handle and feel. Must be able to reach with hands and arms; climb and balance; and stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close and distance vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Position requires sitting, standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting project sites or landfill activities. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all weather conditions including dry, wet, hot and cold. The incumbent is exposed to unidentified materials, foul smells, scavenger animals, fumes, dust and air contaminants at the landfill. The nature of the work also requires the incumbent to drive motorized vehicles and heavy equipment on steep slopes, on solid waste and around other heavy equipment and vehicles of landfill customers.

**** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw.**

Approved: _____



City Manager

Date: _____

8/11/2020