

**METRO WASTE AUTHORITY
POSITION DESCRIPTION**

HEAVY EQUIPMENT OPERATOR/MECHANIC

Incumbent's Name: Multiple Positions

Department: Landfill

Title: Heavy Equipment Operator/Mechanic

FLSA: Non-exempt

Date: September 23, 2015

Reports To: Operations Manager

PURPOSE OF POSITION

Operates dozers, scrapers, graders, track and rubber tire loaders, tub grinders, street sweepers, windrow turners, compactors, and other equipment used to keep facilities operating in an efficient manner at the Metro Park East Landfill, Metro Compost Center, Metro Transfer Stations or other designated locations. Provides specialized mechanical skills in the ongoing maintenance and repair of light, medium, and heavy equipment used at the landfill, compost center, and transfer station. Uses tools, equipment, and associated testing devices to diagnose and repair MWA equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs walk-around inspections of equipment for broken parts or leaks and checks engine fluids. Communicates observations and recommendations to appropriate personnel.
2. Operates various equipment, including: compactor to level, push, and compact garbage, determines and establishes fill site location and filling pattern, eliminates air pockets and compacts garbage as tightly as possible; operates scraper to haul dirt to washouts, leaches and daily cover areas, stockpiles, erosion areas, and other recovery areas; operates bulldozer with blade to keep roads smooth, spreads rock on roads and wet weather areas, blades snow from roads and pad area, pushes garbage, and spreads daily cover soil; operates track loader to move litter fences, cover asbestos, load and move rocks, pull disk and sheepsfoot roller, and loads dump trucks; operates rubber tire loader to push up leaves and wood to tub grinder, removes ground material from tub grinder, and places and maintains windrows; operates street sweeper to clean mud and dirt off paved roads, parking lots, and highway; operates windrow turner to turn and mix compost rows in greenhouses.
3. Welds metal used to make litter fences, fixes broken parts, and performs related tasks.
4. Tests and drives MWA vehicles and equipment to diagnose equipment malfunctions and system interaction. Determines if parts, components, and/or systems are broken or improperly adjusted and need to be repaired or replaced. Communicates observations and recommendations to appropriate personnel.
5. Plans work procedures using charts, technical manuals, and experience.
6. Uses various jacks and hoists to remove parts, such as an engine, transmission, or differential; disassembles unit and inspects parts for wear using micrometers, calipers

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and gauges; repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools; overhauls or replaces blowers, generators, distributors, starters, and pumps; rewires ignition system, lights and panels, mends damaged body and fenders by hammering out or filling in dents, painting, and welding broken parts; uses acetylene torch to weld, modify, and/or fabricate parts components.

7. Uses shop tools and equipment, including drills, grinders, micrometers and reamers, and realignment and grinding machines to make necessary repairs to valves, gears, inserts, pistons, pumps, generators, alternators, injectors, brakes, steering, suspension, radiators, tires, transmission, and related parts and systems; attains precise set limits and tolerance using precision measuring instruments, devices, tools, and machines.
8. Cross-matches parts numbers with replacements using catalogues and related sources; checks labels and related documents to insure that the items are correct; and delivers and picks up parts from outside firms who perform machine and related repair and replacement work.
9. Repairs and replaces broken or worn parts such as bands, gears, seals, and valves; adjusts pumps, bands, gears and linkage, and road tests to ensure proper operation.
10. Repairs air conditioning units, fuel and water pumps, control valves, governors, distributors, and door opening devices on equipment; tests magnetic, hydraulic, and pneumatic control valves used to open and close doors; repairs, replaces, or adjusts components such as needles, springs, bolts, relays, and air hoses; inspects and tests cooling systems to diagnose malfunctions; conducts and evaluates tests to check exhaust emissions; performs dwell, timing, and speed tests using gauges; evaluates performance and adjusts performance to manufacturer's specifications.
11. Disassembles suspension and steering units for necessary repair and replacement; replaces springs, shock absorber, and related parts using mechanic's hand tools; salvages usable parts from wrecked or damaged buses; cleans parts using steam cleaner, solvents, and brush.
12. Removes wheels using wrenches, wheel puller, and sledge; repairs or replaces brake parts and systems; sets up and operates brake drum lathe to resurface brakes; operates grinding machine to grind linings; measures drum to verify specified dimensions using calipers, gauges, and micrometer; replaces defective bearings, pads, brake cylinders, and brake line leaks.
13. Maintains basic list of tools needed to perform various mechanical functions. Responsible for shop tool inventory. Maintains shop area in clean, orderly, and safe condition. Maintains tools, equipment, and related devices used in testing and recording vehicle performance data.
14. Ensures that the equipment maintenance program is executed in a timely manner.
15. Accepts incoming parts and supplies, responsible for accuracy of delivery and copy of shipping receipts to administrative office, and completes other forms and internal documents required.
16. Maintains and uses all safety and protective devices on all equipment and tools and personal safety equipment provided; knows and practices safe working procedures.
17. Provides technical assistance to Lubricator and assumes those duties during the Lubricator's absence.
18. Attends required training in prescribed program areas to acquire knowledge of the latest technological developments and provide staff with subject matter expertise in these areas.
19. Performs tasks each day that include time records and related reports.

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20. Provides courteous external and internal customer service according to MWA Customer Service standards.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- Graduation from high school or GED equivalency, prior heavy construction equipment operating experience, and three years of experience as a journeyman level mechanic.
- Demonstrating the ability to troubleshoot/diagnose problems and/or system failures in any of the previously prescribed functional areas, and the ability to diagnose, replace, and/or repair any unit on vehicles as required.
- A valid Commercial Driver's License (CDL) with job related (Tanker, Air brake and Hazmat) endorsements as required by Iowa Department of Transportation.
- Heavy equipment operating experience in a landfill environment preferred, but not required.
- A drug test and pre-employment physical. Subject to random alcohol and drug testing. Must maintain insurability standards.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires:

- Work involving regular standing, walking, crouching, crawling, stooping, kneeling, pushing, and pulling heavy objects up to 150 lb., and carrying objects weighing up to 70 lb.
- Extensive use of all fingers, both hands, arms, feet, legs, and the body torso in the grasping and gripping of objects; climbing into, operating and driving most, if not all, equipment; and using hand and power tools involved in maintenance functions.
- Using hoists, jacks, and related mechanical equipment to lift and align heavy parts and equipment in repair and operational tasks.
- Normal hearing and vision, with or without correction.
- The ability to walk and stand on various surfaces, including concrete and uneven and slippery terrain for prolonged periods, work from platforms and step ladders.

Cognitive Demands

Position requires:

- Knowledge of the mechanical and related operational characteristics of heavy equipment and occupational hazards and appropriate safety precautions used in equipment operation, as well as the basic principles and techniques utilized in the effective maintenance of structures and roads in a landfill/compost system.
- Ability to carry out operational tasks independently.
- Basic mathematics (addition, subtraction, multiplication, and division) in completing time and operational reports.
- Ability to read and write numbers, letters, and simple sentences.

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- The ability to coordinate eyes, hands, fingers, arms, and legs, and to make a movement response accurately and swiftly, in turning and maneuvering operations.
- Remaining alert and maintaining concentration for prolonged periods.
- Maintaining good public relations.
- Demonstrating competency and proficiency in the diagnosis and repair/replacement of engines, components, accessories, power trains, suspension systems, and other mechanical, electrical, electronic, and related parts maintained by the MWA as evidenced by successful completion of their subject matter requirements and standards.
- Capacity to acquire technical information about problems and procedures from manuals, diagrams, and general experience.
- Ability to explain equipment repair techniques by verbal communication, demonstration, and supervised practice. Capacity to keep current of technological changes in the operation and subsequent repair of diversified equipment systems.

Language Ability and Interpersonal Communications

Position requires:

- The capacity to speak clearly using normal word order and to write simple sentences containing subjects, numbers, figures, names, and addresses.
- Ability to read and interpret rules, procedures, policies, contracts, and related materials that impact program requirements and goals.
- Regular interaction with other departmental employees, parts, suppliers, etc. by telephone, e-mail, or in person.
- Ability to develop and maintain effective working relationships with temporary and permanent employees, supervisors, customers, and the general public.

Environmental Adaptability

Position requires:

- Work primarily outside and subject to temperature extremes at various times of the year.
- Work performed in an environment with numerous undesirable conditions including noise, dust, fumes, occasional heavy lifting, and exposure to moving parts and equipment.
- Potential for serious injury to employees or the public, such as loss of limb or life, exists due to the nature of work, such as poor road surfaces, traffic control problems, wind-driven snow storms, equipment breakdowns, and related occupational hazards.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.