

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SOLID WASTE SERVICE TECHNICIAN

Department: Solid Waste
Pay Grade: 207
FLSA Status: Non-Exempt
Job Class: 8002
Risk Code: 7590

JOB SUMMARY

This is a semi-skilled position ensuring that all Marion County Environmental Services Solid Waste Division assigned vehicles, equipment, construction materials, facilities and grounds are serviced, lubricated, repaired, and maintained as applicable.

ESSENTIAL JOB FUNCTIONS

- Services and performs preventive maintenance on all assigned county vehicles and equipment, including small engine equipment. Service includes a visual inspection of the entire vehicle or equipment, checking proper fluid levels, air filters and lubricating in accordance with equipment or vehicle specifications, and repairs.
- Services and performs preventive maintenance on Recycling Center Compaction equipment. Service includes a visual inspection of the entire compactor unit, checking for proper fluid levels, and lubricating and or changing fluids in accordance with equipment specifications.
- Lubricates chassis.
- Transports equipment from work sites to yard, yard to work site, and/or to and from fleet.
- Handles hazardous and non-hazardous materials required for servicing and maintaining county vehicles and equipment and the cleaning of those vehicles and equipment.
- Ensure that all vehicle and equipment running and safety lights are in proper working condition, change bulbs or lenses, wiper blades and make other small repairs when discrepancies are found and returns to operational condition.
- Provide on-site diagnosis of vehicle or equipment issues.
- Provides on-site lubrication service.
- Provides on-site equipment service with the prior notice and approval from Fleet.
- Replace worn or cracked hoses, belts, hoses, and light bulbs on vehicles.
- Schedules and coordinates vehicles and equipment repairs and service with Fleet and acts as Solid Waste's Fleet liaison.

- Must be able to respond to emergency and work on call including nights, weekends, and holidays.
- Performs pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- Provides onsite welding and repairs of equipment and containers.
- Maintains inventory records on all hand tools, small engine tools, signs, barricades, vehicles, equipment, stockpile materials, other construction materials and consumable items
- Required to report to assigned location at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Notify Fleet of any vehicles and equipment that require repair and/ or maintenance, whether in the field or at the Baseline Facility
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

May perform as a lead worker for a group of employees.

QUALIFICATIONS

Education and Experience:

High School diploma or equivalent and two years of progressive knowledge and experience in the repair and maintenance automobiles, trucks and heavy equipment; or equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Possession of a valid Florida Driver License required; must obtain Class A CDL with Tanker endorsement within six months of hire.

Must obtain certifications on the following core equipment within 12 months of hire (training costs covered by the department): Hydraulics, Generak engine, A-5 auto brakes, Initial Training Course for Spotters at Landfills, Construction & Debris Sites, and Transfer Stations, T-4 truck brakes, roll-off operations, grapple truck operations.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to write routine reports and correspondence.

- Ability to effectively communicate one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts to such as discounts, interest, commissions, proportions, percentages, area circumference, and volume.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but involved written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires sound judgment in the selection of equipment, tools or material, equipment to own work to accomplish tasks.
- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing.
- Willing to cross train within the department.
- Considerable knowledge of automotive, heavy truck, and heavy equipment, tools, fluids, parts, supplies and related materials used in the preventive care, refurbishment, diagnosis and repair.
- Working knowledge of practices and methods of automotive and heavy equipment mechanics.
- The ability to access, input, and retrieve information from a computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
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PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance, and lift up to one hundred pounds; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, and talk or hear. Special vision requirements of this position include close, color, and peripheral vision, depth perception, 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. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals; landfill leachate; high heat; risk of electrical shock; vibrations; high, precarious places; and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions. The noise level for this environment will be loud.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*