



Job Description

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Barton County is an Equal Opportunity Employer and reasonable accommodations are available.

DEPARTMENT: Solid Waste

POSITION TITLE: Mechanic / Welder / Operator

GRADE: 3

EMPLOYMENT CATEGORY: Regular Full-Time

STATUS: Non-Exempt

REPORTS TO: Solid Waste Director

POSITION SUMMARY:

Maintains and repairs automotive and construction equipment. Highly skilled and experienced position; typical repairs include, but are not limited to, preventative maintenance inspections, hydraulic, fuel, exhaust, brakes, suspension, electrical, HVAC, and emission systems on vehicles and heavy equipment. Maintains Landfill shop buildings and grounds. Performs welding and operates equipment as needed.

PREFERRED JOB DUTIES:

EQUIPMENT SERVICE AND WORK

- Knows and monitors the change intervals of all fluids and grease points on equipment to ensure no items are overlooked.
- Works on tires and repairs shop equipment as needed.
- Repairs and replaces inoperative components or parts; Repairs inoperative equipment at the work site location as needed/required.
- Maintains an accurate and permanent record of the service history on equipment, including mileage, dates and items serviced.
- Repairs and tunes pickups, trucks, mechanical equipment and heavy construction equipment to provide the best performance.
- Maintains all phases of repair on diesel and gas engines.
- Overhauls engines, transmissions, differentials, hydraulic and pneumatic systems, electrical systems and accessories.

- Tests repair and/or replacement components to ensure it is functioning properly. Tests repaired equipment at the work site location as needed/required.
- Reassembles all equipment after repair work is complete, whether in the shop or at work site location.
- Give employees advice as to the function of the equipment and how it's to properly operate.

Tasks Include:

- Performs weekly preventative maintenance service and lubrication on landfill equipment and vehicles; inspects equipment to replace parts and accessories, such as: gaskets, wiper blades, air and oil filters, light bulbs and fuses as required; greases and lubricates equipment, gear boxes, universal joints, etc.; checks and/or drains and adds appropriate fluids to engine, batteries, hydraulic, transmission, differentials, final drives, and cooling systems by established schedules or according to time mileage standards.
- Diagnose and repairs problems on equipment; assists and follows up on work done by contract mechanics such as Foley Equipment.
- Completes records of servicing and maintenance performed on all equipment and vehicles; orders (and picks up if necessary) parts needed for repairs on equipment.
- Keeps supplies (oils, grease, antifreeze, filters, tools, etc....) stocked as required for daily operation of all landfill equipment and vehicles.
- Responsible for changing blades and cutting edges on dozers, compactors, scrapers, etc., cuts off worn and welds on new compactor teeth on compactor wheels.
- Performs welding on equipment and metal fabrication when necessary.
- Follows safety requirements in accordance with OSHA regulations and acceptable industry standards.
- Informs the Solid Waste Director of any abuse of the equipment.
- Keeps area clean and checks and repairs all servicing equipment when needed.
- Cleans and details equipment when time permits.
- Overhauls and replaces gasoline engines to the manufacture's specifications in a reasonable amount of time.
- Repairs suspensions, springs, brakes, clutches, transmissions, so they function as the manufacturer intended.
- Organizes repairs in a logical sequence.
- Adapts department's tools to the repair problem.
- Shows leadership in the course of action to take.
- Listens to the operator to give guidance.
- Tune-up valve adjustment, U-joints, starters, generators, alternators, wheel bearings, carburetors, etc., and are done according to manufacturing specifications and functions as intended.

WELDING

- Performs cutting and welding operations on machinery and equipment.
- Constructs brackets, braces and repair parts for machinery, implements and equipment.
- Brazes and solders hard surface metals; preheats and cleans metals; lays out, cuts, fits, welds, grinds and finishes metal.
- Straightens, fills, sands and finishes machinery and equipment body parts.

OPERATOR

- Operates equipment when needed.
- Transport mattresses and electronic waste when required.
- Assists landfill crew in litter control as needed.
- Help manage landfill fires as necessary.
- Support Household Hazardous Waste collections and operations when needed.
- Performs all other duties and manual labor tasks as requested.
- Attend training as requested/needed.
- Cleans shop in spare time.

OTHER

- Is always courteous when answering the radio and interacting with the public.
- Other duties as assigned

EDUCATION: Minimum Required: High school diploma or equivalent (GED) and two (2) years vocational school or on-the-job training in welding, machining and mechanical trade skills preferred.

EXPERIENCE: Minimum Required: Pay will be determined based on experience as well as skills to be able to complete preferred job duties as well as essential job duties.

Licensure/Certification: Current Class A or Class B CDL Driver's License or obtain within 6 months of hire.

SKILLS / KNOWLEDGE: Computer experience and ability to write comprehensive reports; excellent math skills required; ability to read and understand service and parts manuals, and order parts; ability to operate all types of automotive and construction equipment. Ability to troubleshoot, diagnose and perform minor repair of both gas and diesel equipment with accuracy and efficiency and effectively communicate diagnosis to contract mechanic for major repairs; field tests repaired equipment to ensure operating efficiency.

PHYSICAL REQUIREMENTS / ABILITIES: Navigates uneven, rough, or muddy landfill terrain. Frequently lifts, carries, pushes, or pulls tools, and equipment up to 50 lbs. Consistently climbs on and off equipment. Frequently stoops, bends, lies on back, and reaches/stretches to accomplish tasks. Crawls under or inside heavy machinery for extended periods of time. Operates power air tools, grinders, and other various hand tools.

WORKING CONDITIONS / ENVIRONMENT: Works inside shop and outdoors on a regular basis; exposure to inclement weather conditions, unpleasant odors, dust, and potential contact with waste material. Regularly works around loud and noisy equipment; experiences occasional risk and discomfort performing job tasks.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description, and I can perform the essential functions of this position, with or without reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____

Date ____/____/____

Employee Signature _____

Department Head Signature _____

Date ____/____/____

Mechanic / Welder / Operator

Revised: 3/1999; 10/2012; 3/2015; 10/2026