

Maintenance Mechanic I

The Maintenance Mechanic I is responsible for performing and documenting maintenance activities on Transfer System, Convenience Centers, and Drop Off Recycling and Compost Facility vehicles and equipment. Reports to and receives supervision from the Transfer System Supervisor through regular discussions and consultations.

Essential Job Functions:

- Receives requests for maintenance work, inspects vehicles and equipment and identifies maintenance work to be completed. Reviews vehicle, equipment, and site condition reports and recommends priorities of maintenance work to be completed.
- Performs maintenance and repair work on vehicles, sites and equipment including, but not limited to the following:
 - Repair and maintenance of compactors located at transfer stations and convenience centers.
 - Repair and maintenance of Roll Off, Front Load and service vehicles including but not limited to regular preventative maintenance, brake jobs, tire mounting and balancing, hydraulic repairs, cable replacement and other routine maintenance and repairs.
 - Repair and maintenance of Compost Facility equipment including grinders, screening equipment, wheel loaders and skid steer loaders, working under the direction of the Compost Facility Supervisor
 - Routine facility maintenance including plumbing and electrical work.
- Maintains all maintenance facilities in neat and orderly condition.
- Maintains accurate documentation and files on all VPPSA sites and equipment.
- Trains other employees to perform simple maintenance and repair tasks.

Additional Job Functions:

- Snow removal at VPPSA Middle Peninsula sites as needed.
- Inspects newly delivered vehicles and equipment and confirms compliance with required specifications
- Performs other duties as assigned.

Classification:

The Maintenance Mechanic I position is a regular full-time position, eligible for overtime pay.

Work Conditions:

Normal work hours are five (5) days per week, forty (40) hours per week. Must be available for work from time to time after hours and on weekends. Will normally report to work at the maintenance facility located at the Middlesex Transfer Station. From time to time will report directly to any VPPSA site, as directed. Will report to the Compost Facility located in York County as directed.

Education, Training and Experience:

Graduation from high school, 5 years maintenance and repair experience, including ability to utilize schematics for electrical and hydraulic repairs, or any combination of training and experience which demonstrates the required skills, knowledge, and capabilities.

Knowledge, Skills and Abilities:

Requires the ability to speak clearly to convey or exchange information. Includes giving instructions, assignments, or directions and receiving instructions, assignments, or directions.

Requires the ability to read a variety of reports, letters and memos, maintenance manuals and drawings. Requires the ability to prepare correspondence, forms, and work orders using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions and to deal with several abstract and concrete variables.

Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; utilize decimals and percentages; and interpret graphs.

Requires the ability to inspect items for proper length, width, and shape.

Must have average levels of eye/hand/foot coordination.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to speak and hear. Must be able to communicate clearly via telephone.

Physical Requirements:

Must be able to exert in excess of 75 pounds of force occasionally and in excess of 50 pounds of force frequently to move objects.

Must be able to lift in excess of 50 pounds occasionally and in excess of 25 pounds frequently to move objects.

Must be able to hold / carry 15 to 25 pounds

Must be able to stand for 4 to 6 hours per day frequently

Special Requirements:

Must possess a valid Virginia driver's license. Must have and maintain a good driving record.

Required to use personal tools in the performance of job duties.

All employees in this position are subject to pre-employment background checks and drug screening and ongoing random drug screening.

I have read and understand the job description with a revision date of October 2019 for the position of Maintenance Mechanic I.

I understand that the job description provides the primary responsibilities, functions, and requirements of the position and it is not considered to be a comprehensive statement of every responsibility, duty, task, and requirement. I understand employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities.

I understand this job description is subject to change as the requirements of the Authority change.

I confirm to the best of my knowledge that I can perform all of the work in the job description.

Employee Name: _____

Employee Signature: _____

Date: _____

