

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

POSITION TITLE:	CLASSIFICATION:	DEPARTMENT:	REPORTS TO:
Shop Foreman	Hourly Non-Exempt	Operations	Operations Manager
<p>Essential Job Function: Safety sensitive position where the employee holding this position has the responsibility for his/her own safety or other people's safety. Must have the ability to work in a constant state of alertness and safe manner.</p>			

Purpose:

Responsible for supervising and coordinating shop personnel, as well as, supervising, coordinating and performing maintenance and repair on Landfill owned, leased, or rented equipment and road vehicles, facilities, and buildings to meet production requirements. Responsible to stay in compliance with DOT and DEP regulations.

Essential Duties and Responsibilities:

- Effectively supervise and schedule the shop personnel.
- Effectively supervise, schedule and perform the shop functions.
- Conduct daily task meetings.
- Provide leadership, guidance and encouragement in the shop environment to assist in continual professional growth of each team member.
- Prioritize and organize all equipment repair schedules and records.
- Repair Landfill equipment and road vehicles.
- Customer oriented.
- Ensure the safety of all work being performed.
- Service, maintain, and keep accurate records of what and when things were done or requested.
- Diagnose problems, supervise and perform repairs, as needed.
- Authorize the upkeep of safety equipment and devices.
- Organize and schedule work with Tool Room Attendant to ensure other parts or supplies needed are ordered timely to minimize disruptions to production schedules.
- Proactively advise Management of any needed maintenance or repairs that require further authorization.
- Maintain the shop software program and provide reports to Management.
- Proactively communicate and notify the Dispatcher of out of service vehicles and equipment.
- Assist with training of new staff.
- Cross train employees to maximize Landfill efficiency.
- Keep a clean and safe environment.
- Must attend all assigned workshops, trainings, etc.
- Communicate all work related issues to shop personnel.
- Practice workplace safety.

Foster positive company/employee communication.

Follow company policies and procedures.

Any other task or duty as assigned or required by Management and/or Board of Directors.

Knowledge and Skill Requirements: Requires a valid **Class “A” Commercial Driver’s License (CDL)**.

Must be knowledgeable in diagnostic evaluation of equipment and road vehicle repair and preventative maintenance for heavy equipment, diesel and gas engines, transmissions, hydraulic systems, electrical, vehicle inspections, plumbing, skills in welding and all phases of welding and cutting, etc. Minimum of a two year degree in diesel equipment technology or heavy equipment technology or five years of work related experience. Must be familiar with and capable of utilizing CAT ET and Volvo CareTrack, or other comparable manufacturer system, software systems for optimal efficiency. Two years of supervisory experience preferred. Must be efficient in Microsoft Office software systems. Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Must have the ability to work in a constant state of alertness and safe manner.

Constant exposure to electrical, chemicals, fumes, moving parts and equipment in both heat and cold extreme weather conditions.

May be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires medium to very heavy physical strength. Must be in good physical condition.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Frequent lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

Revised 01/31/2018

March 12, 2012