

General Statement of Job

The Shop Assistant provides a variety of basic mechanic tasks required to maintain safe and efficient performance of automotive and heavy equipment fleet under the supervision of the Solid Waste Operations Manager.

Specific Duties and Responsibilities

Essential Functions:

Performs required preventive maintenance on fleet vehicles according to maintenance schedules.

Uses electronic diagnostic tools and test equipment to determine mechanical problems.

Operate tools necessary to perform duties, including pneumatic tools, power tools, hand tools and test equipment.

Performs general maintenance and repair on gasoline and diesel engines, transmissions, differentials, suspension and chassis, cooling, systems, electrical systems and hydraulic systems.

Conducts safety inspections of vehicles

May operate cutting and welding equipment.

Keeps record on maintenance and repairs performed on equipment using fleet management software.

Responds to emergency mechanical problems in the field.

Orders, picks up and maintain inventory of parts as directed.

Follows through, resolves and seeks feedback regarding questions, requests and/or complaints in a timely manner.

Reads, interprets and applies policies, procedures, etc.

Works with whole numbers, common fractions and decimals.

Perform a variety of duties in support of operational requirements and direct citizen service delivery such as acting as a back-up to other staff and response to weather-related and other emergencies as needed.

Attend meetings as required.

Perform other duties to provide direct or indirect service to the Service Authority members or customers as assigned.

When unusual situations occur and /or a local official declares a State of Emergency, all Service Authority employees may be required to accept and perform special assignments as needed to ensure appropriate service delivery.

Knowledge, Skills, and Abilities:

Ability to read and interpret parts and repair manuals, policies and procedures.

Ability to study applicable service manuals and participates in technical training and certification programs

to stay abreast of technological changes.

Ability to focus on solving conflict resolves and seeks feedback regarding questions, requests and/or complaints in a timely manner.

Ability to add, subtract, multiply and divide using all basic units of measure.

Work with whole numbers, common fractions and decimals.

Analyze situations and uses judgment within complex established procedures, practices or past precedents and understand implications of decisions.

Manage competing demands.

Ability to learn new skills and translates prior experience into new skills.

Volunteers readily and seek increased responsibility.

Display original thinking and creativity in making complex decisions.

Develop innovative approaches and ideas to improve processes, services, etc.

Education and Experience

High school or completion of GED equivalent desired.

One (1) year diesel/auto coursework or post-secondary school course work or relevant experience desirable. Mechanic will provide their own tools up to 1”.

Experience with equipment maintenance, repair and troubleshooting preferred.

Demonstrates intermediate Microsoft Office skills, and moderate skill in specific job related applications and equipment. Ability to learn operation of the fleet management software.

Valid Virginia Driver's License, CDL license and other licenses as required, and be insurable under the Authority's Insurance Policy.

Relevant background checks must be completed and approved.

Physical Conditions and Work Environment

Regularly required to stand for long periods of time, and to use fingers and hands to operate equipment and to gather, sort and process documents. Occasionally required to sit, walk, stoop, kneel and crouch, and to lift up to 50 pounds. Vision requirements include close vision and ability to adjust focus. May be required to work outside of normal work hours, to report to work during inclement or unusual weather or other conditions or to respond in other abnormal situations.