

Bend Garbage & Recycling High Country Disposal

Job Description

Job Title: Entry Level Mechanic
FLSA Status: Non-Exempt

Reports To: Shop Manager

POSITION SUMMARY Repairs and maintains machinery and mechanical equipment for Bend Garbage & Recycling, High Country Disposal, Deschutes Transfer, Deschutes Recycling and Mid Oregon Recycling.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Must have basic hand tools and storage and have the ability to obtain tools as required to perform job duties.

- Assists with service calls and field work.
- Performs lube, oil, filter changes.
- Ensures all scheduled work is completed as required.
- Completes scheduled service work.
- Learns to observe devices in operation and listens to sounds to locate causes of trouble.
- Review daily driver's reports for needed repairs.
- Tags out and schedules repairs.
- Works alongside journeyman mechanics learning how to perform repairs to engines, transmissions, gear differentials, electrical systems, air systems and hydraulic systems.
- Has the ability to learn and maintain basic electrical knowledge.
- Has the ability to learn and maintain knowledge of software.
- Has the ability to learn applicable welding skills in gas, mig, tig and arc.
- Dismantles devices to gain access to and remove defective parts.
- Repairs or replaces defective parts; lubricates and cleans parts.
- Maintains clean, organized and safe work areas.
- Complies with company policies, procedures and safety regulations.
- Must have the ability to get along with co-workers.
- Performs other job duties as assigned.

CHARACTERISTICS

- Works cooperatively with other staff, actively listening and openly communicating.
- Takes initiative to ensure needed equipment is ready for next working day.
- Desire to learn and advance.
- Organizes time and projects effectively.
- Detail oriented with a commitment to accuracy.
- Excellent attendance.
- Maintains a neat and clean appearance, appropriately clothed in uniform.

SUPERVISORY RESPONSIBILITIES

None for this position.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Class A or B CDL, DOT medical card

EDUCATION AND/OR EXPERIENCE

High school diploma or G.E.D.; and five to seven years related experience and/or training; or equivalent combination of education and experience; welding and fabrication skills.

REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT AND/OR SOFTWARE USED

The following machines, tools, equipment and/or software are commonly, but not always associated with the performance of this position. Actual machines, tools, equipment and/or software used will vary.

- Basic hand tools

COMPETENCIES, KNOWLEDGE AND SKILLS

- Repair work
- Ability to operate a forklift, snowblower, pressure washer
- Basic computer, keyboard and data entry skills
- Effective interpersonal skills relating to good customer service
- Communicates easily and clearly with co-workers, supervisors and management
- Works toward company goals and understands company/owner objective

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees and before groups of customers.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk or

hear; and taste or smell. The employee frequently is required to climb or balance. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock and vibration. The employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

GENERAL STATEMENT

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required by personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company.

President

Date

Manager

Date

Employee

Date