

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

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Recruitment Announcement # SFSWMA 2006-017

POSITION TITLE: EQUIPMENT MAINTENANCE SUPERVISOR
SALARY RANGE: \$17.65 - \$28.24
FLSA/UNION STATUS: COVERED / NOT COVERED
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: 08/28/06 – Open Until Filled
SUPERVISOR: EXECUTIVE DIRECTOR
WORK LOCATION: CAJA DEL RIO LANDFILL

Purpose: The purpose of the position is to plan, coordinate and supervise the maintenance and repair of the Agency heavy equipment, diesel-powered trucks and miscellaneous small equipment; diagnose and direct the scheduling of a variety of heavy equipment, diesel-powered trucks, and miscellaneous small equipment for repair; research and order needed parts, tools and supplies; supervise and evaluate the work of assigned mechanics and other support staff; oversee, monitor, and evaluate the scheduled oil sampling program; research, evaluate, recommend, and prepare bid specifications for purchasing equipment; review and evaluate pre-trip and post-trip inspection records to schedule repairs and preventative maintenance; ensure compliance with all applicable laws, environmental regulations and standards of safety; perform administrative and other supervisory work as required. Work is performed under the general direction of the Executive Director and performance is evaluated on the basis of results achieved.

Job Duties and Responsibilities: (The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.)

1. Responsible for the daily maintenance and repair of the Agency heavy equipment, diesel-powered trucks and miscellaneous small equipment located at the Caja del Rio Landfill and Buckman Road Recycling and Transfer Station.
2. Plans, organizes and supervises vehicle and equipment maintenance, repair, and overhaul; prepares daily and weekly schedules for maintenance personnel, equipment, materials, and maintenance functions; prepares related work orders; assigns work orders to maintenance mechanics and other related maintenance personnel.
3. Reviews the work of mechanics and other related maintenance personnel for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.
4. Directs preventive maintenance program required by the equipment manufacturers' standards and general preventive maintenance not covered under manufacturer's standards including changing oil and fluids, lubricating, replacing hoses and belts, replacing brakes, checking lights, and tuning engines.
5. Communicates with managers and other key personnel; prepares various reports for Executive Director.
6. Maintains complete and accurate records necessary to the maintenance and repairs of all vehicle and equipment for cost analysis, inventory control, and buy-back program purposes on a computer-based maintenance system.
7. Reviews and evaluates pre-trip and post-trip inspection records submitted by heavy equipment operators to schedule repairs and preventative maintenance. Also, determines and reports the accuracy of the inspection records to management for abuse and/or normal wear and tear.
8. Maintains and reviews laboratory analytical results of oil samples collected from equipment to make a determination for normal wear and tear or failure.
9. Communicates with equipment manufacturers for repairs under warranty.
10. Follows the requirements of buy-back programs set forth by equipment manufacturers.
11. Prepares and submits purchase requisitions for parts, fluids and other materials.
12. Determines and implements proper procedures for maintenance and repair of equipment used.
13. Provides technical guidance and assures safe work procedures are followed and safe working conditions are maintained.
14. Maintains and monitors fueling system.
15. Develops and implements procedures and practices to improve production methods, equipment performance and safe operation of equipment.
16. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: A high school diploma or GED equivalent and preferred supplemental course work in automotive and diesel technology and maintenance. Seven (7) years experience in heavy equipment maintenance. Maintenance, repair, and overhaul of heavy equipment used in the solid waste industry, including landfill operations is preferred. Three (3) years of supervisory experience is required. Other combinations of experience and education that meet the minimum requirements may be substituted.

Certification/Licensure/Registrations: Must possess a valid New Mexico Driver's License, and NMED Landfill Operator

Certification or attainment within six (6) months of hire.

Special Requirements: Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.

Knowledge/Skills/Abilities: Knowledge of handling or using machines, tools or equipment requiring moderate instruction and experience, such as; vehicle, hand and power tools, fax machines, copiers, telephones or similar equipment, proficient in computers, and software programs (i.e. Microsoft Word, Excel, custom applications). Knowledge of occupational hazards, safety practices and requirements. Requires performing supervisory work involving policy and guidelines, solving both people and work-related problems. Ability to set priorities and work schedules, to lead and coordinate emergency work projects, and the ability to make sound decisions in a manner consistent with the essential job functions. Must be able to communicate orally and in writing.

WORKING CONDITIONS Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. The job may risk exposure to bright/dim light, dusts and pollen, oil and grease, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals, and may involve confined spaces. The job requires normal visual acuity and field of vision, hearing and speaking ability, and color perception.

HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR HS/GED AND DRIVER'S LICENSE MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED.

EEO/AA