



City of Irving Job Description

Equipment Maintenance Coordinator

FLSA Status:	Non-Exempt	Job Department:	Solid Waste Services
Job Code:	14402	Reports To (Job Title):	SWS Collections Manager

PURPOSE

Ensure the Solid Waste Services Department's substantial inventory of heavy equipment, heavy trucks, support vehicles and instruments, are being inspected, serviced, repaired, properly used, purchased and replaced in order to ensure service delivery. Perform purchasing duties including specifying all equipment and provide direct and indirect service to nearly all Solid Waste Services staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Coordinate the repair and scheduled maintenance of department collection vehicles, landfill heavy equipment, support vehicles and instruments with the Fleet Maintenance Division and outside vendors.
- Monitor readiness of the collection fleet and landfill key equipment, auxiliary equipment, and minor apparatus.
- Coordinate the activities of the Welding Shop and perform specialized welding repairs to collection vehicles and landfill heavy equipment. Ensure collection vehicles and heavy equipment are inspected regularly for stress cracks and breaks.
- Inspect refuse collection vehicles for needed repairs or obvious neglect; Ensure needed repairs are reported to Fleet Maintenance; Monitor progress of repairs to minimize downtime and ensure minimum fleet readiness; Instruct operators on proper equipment operation, maintenance & care.
- Prepare Equipment Replacement Request including justifications for upgrades and budget pricing.
- Research pricing & suitability of clothing, safety supplies, minor apparatus, and assist in budget preparation.
- Prepare specifications for approved projects and equipment purchases, attend pre-bid meetings, coordinate demonstrations, evaluate bids, and prepare bid recommendation for departmental action.
- Purchase uniform items and safety supplies, maintain inventory, and issue items as needed, assign lockers to new employees, issue keys, and maintain records of all items issued.
- Research cost and availability of rental equipment when needed and prepare quotes and requisition for departmental action.
- Research, analyze data, and prepare reports relating to equipment operating costs and downtime. Research new technologies related to the departments green fleet initiatives.
- Coordinate the scheduled service and maintenance compacting containers, on-board fire suppression systems, vehicle mounted fire extinguishers and the 10-ton bridge crane in the landfill heavy equipment shop.
- Purchase any other replacement parts, hand tools, and hardware items as needed by the department for the landfill shop building.
- Inspect the refuse collection vehicles for needed repairs or obvious neglect and instruct the operators in the proper operation and the minimum dailey maintenance required of the equipment.

- Monitor readiness of the landfill key equipment, auxiliary equipment, and minor apparatus.
- Maintain records of equipment inventory, maintenance and repair, specifications and bids, and purchasing.

OTHER DUTIES AND RESPONSIBILITIES

- Support collection operation in the absence of section chiefs and provide phone back-up to clerical staff on heavy inquiry days or in their absence.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Coordinates the expenditure of approximately \$17 – \$20 million in vehicles, equipment, instruments and minor apparatus repair, parts, uniforms, personal protective equipment, and other supplies.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of the 12th grade.

EXPERIENCE

- Three (3) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license with a CDL endorsement of at least a class B.
- Welding certification and experience is preferable.
- TCEQ MSW Waste Screening, preferable to obtain TCEQ MSW A license

KNOWLEDGE OF

- Purchasing policies and procedures required by the City of Irving and the State of Texas.
- City of Irving Personnel Policies and Procedures as well as safety policies and procedures required by Risk Management.
- Municipal Solid Waste Management, Principles, and Regulations; and Municipal Solid Waste Processing and Disposal Facilities as required by TNRCC.
- Departmental policies and procedures regarding residential and commercial route collections, recycling programs, landfill operations, personnel, and safety.
- Basic automotive mechanics and hydraulics, power tools, hand tools, and hardware.

- English Language: The structure and content of the English language, including the meaning of words and grammar. This includes proper use of spelling.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City for data entry, constructing tables, etc.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance

SKILLS AND ABILITIES IN

- Safe Mechanical/Technical: Safely operating a sedan, mini-van, 1/2 ton and/or 3/4 ton pickups, one ton dolly truck, brush truck, boom truck, rear-loading and front-loading refuse packing trucks.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Reporting & Bid Specifications: Researching, analyzing, and compiling data and preparing concise documents, bid specifications and reports. Also, evaluating bids and drafting clear, concise recommendation letters.
- Written Expression: Communicating information and ideas in writing so others will understand.
- Service Orientation: Actively looking for ways to help people, which includes answering phone inquiries and handling citizen complaints.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Interacts with solid waste employees, personnel from other City departments, outside vendors, business entities, and solid waste employees from other municipalities.

EQUIPMENT AND PROPERTY

Sedans, pickups, heavy trucks up to 66,000 lb. GVW, landfill equipment, office equipment including personal computers, copiers, and fax machine.

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.*

The employee consistently is required to drive a vehicle with a GVW of up to 60,000 lbs, grasp, handle, feel, lift up to 25 lbs, listen, pull, push, reach, see, smell, and/or stoop. S/he frequently is required to balance, climb, kneel, lift up to 50 lbs, talk, and/or walk. Also, s/he occasionally is required to crawl, run, sit, and/or stand. In rare instances, the employee must lift up to 100 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, uneven ground, improper illumination, moving mechanical parts, hazardous traffic conditions, and/or toxic or caustic materials. S/he will be required to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.