

MAINTENANCE MECHANIC II (SHREDDER OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Manager – Transfer Stations, the incumbent in this position is responsible for the efficient operation of the mobile shredder vehicle(s) and assists with day-to-day operational staff planning in support of recycling events throughout the County. Responsibilities include the planning and implementation of effective operations of the shredder trucks and associated equipment at scheduled locations. Work is performed independently as a result of written or oral instructions. Incumbents function independently and without direct supervision. This class is distinguished from the Maintenance Mechanic I class by its independent focus on shredder program scheduling and general oversight for shredder recycling support for events and facilities. Responsibilities include staff scheduling and supervision over maintenance personnel along with operational reporting. Off-shift assignments, outside normal business hours, may be required to accommodate unit needs. Additional duties include responsibility for routine maintenance and cleaning of the equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and updates the shredder event and assignment schedule;

Maintains records, including but not limited to, monthly statistical reporting, work orders, staff schedule, and planned program event schedules;

Assists in planning appropriate equipment and schedules personnel for planned shredder recycling events;

Performs site visits to prepare for public shredding events and coordinates with municipality personnel to ensure their readiness for same;

Collaborates with municipal agency personnel at scheduled events to design and implement traffic and people flow to ensure safe and smooth flow of participants at recycling events;

Supervises drivers and helpers assigned to the County's fleet of shredder vehicles;

Operates the shredder truck at public events, County facilities and at other municipal facilities through the County Recycling and Shared Services programs;

Ensures the appropriate disposal of shredded materials per departmental practices;

Maintains records of equipment maintenance history and ensures that shredding equipment is properly maintained;

Performs routine maintenance (lubrication etc.) to maximize equipment performance and longevity;

Ensures that shredder vehicles are clean and ready for deployment;

EXAMPLES OF WORK (Continued):

Performs basic trouble shooting and repairs, notifying the supervisor when more specialized repair service is necessary;

Identifies defective and damaged equipment and supplies to supervisor and makes recommendations for corrective action;

Instructs others on the safe operation of shredder equipment and ensures that these protocols are followed;

Understands the importance of privacy concerns held by the public in relation to the shredding of personal documents and ensures that shredder operations are conducted to reflect this sensitivity;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of shredder vehicle equipment operations; good knowledge of the tools, techniques and terminology used in maintenance and repair; skilled in the safe and effective use of common hand tools; ability to maintain accurate logs; ability to follow written and oral instructions; ability to lay out and schedule work; ability to work well with the public in support of and at scheduled recycling events; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications, such as spreadsheets, word processing, e-mail and database software; good memory; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid New York State Class B Commercial Drivers License with required endorsements, appropriate for the type of motor equipment being operated, a high school or equivalency diploma, and three (3) years of experience for which a primary focus of the position was the operation and maintenance of industrial grade shredding or recycling equipment or vehicles..

SUBSTITUTION: Thirty college credits may be substituted on a year for year basis for up to two (2) years of the required experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Non-Competitive
MQT5

Job Class Code: C3294
Job Group: VII