

NTSWA HEAVY DUTY TRUCK MECHANIC

The purpose of this Job Description is to outline the responsibilities of a mechanic, to define the areas of review to be covered during a performance evaluation and to list the minimum requirements for filling this position.

RESPONSIBILITIES

In summary, the Mechanic shall report to the Shop Foreman or Operations Manager as defined by site, as the source of instruction and shall be responsible for the repair, maintenance, and inspection of all NTSWA owned, rented or leased equipment, vehicles and rolling stock in a safe and efficient manner. This may include but not be limited to performing diagnostic tests for routine maintenance procedures and to determine the course of action for damaged parts and systems.

SPECIFIC DUTIES

Overall general maintenance of NTSWA fleet of vehicles and equipment.

1. Changing of oil and grease on vehicles and equipment.
2. Changing tires including taking them off the vehicles and taking them off the rim
3. Apply knowledge of mechanical functioning of various components on the equipment, and make necessary repairs related to the equipment as these problems occur.
4. General upkeep of the garage area keeping it clean and neat in appearance.
5. Responsible for making repairs in the most effective, cost efficient way.
6. Perform the jobs required to repair the equipment according to PA DOT regulations and specifications.
7. Be able to prioritize repair and maintenance jobs based on need in order to keep the fleet operational.
8. Have knowledge and be able to use various tools needed for the maintenance of the fleet.
9. Be able to work on various equipment in varying positions, either crawling under and/or laying on their back on top of or on a wheeled unit for various lengths of time.
10. Be able to work independently or within a team depending on the staffing of the garage and the type of repairs or maintenance needed.
11. Ability to understand service/repair manuals relating to equipment/ parts on which would be worked.
12. Responsible for assessing each job assigned and determining what materials are needed to complete the project, keeping in mind cost and safety factors.
13. Ability to operate heavy equipment both on and off site in the manner of moving and bending metals as needed to perform repairs.
14. Operate trucks and equipment in a safe, courteous, and legal manner.

15. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to: ear protection, eye protection, dust mask, gloves, ect.
16. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics and employee handbook.
17. Other duties as assigned by the Garage Foreman, Operations Manager, Assistant Operations Manager, and/or Executive Director.

QUALIFICATIONS AND REQUIREMENTS

1. High School Diploma or equivalent
2. Heavy duty truck and equipment knowledge required, 2-4 years experience or mechanical degree preferred with computer knowledge.
3. PA drivers license and must meet pre-employment MVR check in accordance to NTSWA policy.
4. Employees operating company vehicles are required to use onboard camera systems solely for safety, compliance, and operational purposes, and must not tamper with, disable, or misuse the equipment in any way.
5. CDL license and inspection license preferred or willingness to obtain.
6. Must pass pre-employment drug and alcohol testing and participate in random, reasonable suspicion, and post accident drug and alcohol testing.
7. Ability to work well independently as well as under the direction of the Foreman.
8. Excellent time management, organizational, and multi-tasking skills.
9. Must be organized, detail-orientated, dependable, and persistent.
10. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments and rigorous physical labor conditions including occasionally lifting up to 70 pounds.
11. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching. This includes welding and torching in confined areas, including over your head, up, down, and side-to-side.
12. Be a reliable and conscientious employee.
13. Ability and willingness to be open to change and offer constructive feedback.
14. Must be able to develop a respectful and professional relationship with fellow employees, customers, and visitors.
15. Ability to communicate effectively both verbally and in writing and work as part of a team.

Date Reviewed: _____

Employee Signature: _____

Foreman Signature: _____

** At will employment status: This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA. Updated April 2026