



Truck Driver/Mechanic Job Description

General Duties

Performs truck driving and general maintenance of all Authority equipment, and keeps the buildings and grounds in the best condition possible.

Supervision Received

Reports to the Plant Supervisor, and in their absence to the Assistant General Manager. Daily work task direction typically provided by the Lead Mechanic.

Supervision Exercised

Normally no supervisory duties.

Statement of Typical Duties

- Performs truck driving.
- Performs routine maintenance checks and lubrication services on Authority equipment and facilities.
- Participates in, and sometimes leads, non-routine services and projects.
- Maintains, repairs and cleans all facility equipment (e.g. machinery, tanks, vessels, valves, piping, pumps, blowers, drives, brakes, air compressors, presses).
- Operates hoists, backhoe/loader, tractor to perform plant maintenance and repairs and to assist operations as needed.
- Removes grit from the aerated grit chamber and grease from the primary clarifier grease pit and delivers both to disposal site.
- Performs building and grounds maintenance including, but not limited to: general cleaning, landscaping, lawn mowing, snow/ice removal and salt/sanding, snow blowing/plowing, floor and walkway repair, door and window repair, painting, resurfacing or replacement of walls, floors, ceilings, etc.
- Safely uses regularly rated ladders, hoists, personnel retrieval equipment, air monitoring equipment and other equipment needed to provide safe access to work assignments.
- Picks up, cleans and stores tools and materials at the end of each job or at the end of work for a given day.
- Loads, unloads, delivers, or picks up tools, materials, parts and other items using Authority vehicles.
- Participates as requested in the planning, design and implementation of plant improvements.
- Full and accurately completes documentation (e.g. plant rounds, work orders, truck logs),

- Serves on a rotating basis on the Safety Committee.
- Properly completes purchase orders, delivery slips and other records for services purchased or provided.
- Performs all other duties as required to safely carry out the mission of the Authority as directed by Authority management.

Skills/Education Requirements

- Must possess a high school diploma, GED, or be able to demonstrate high school level reading and writing ability.
- Must maintain a valid commercial driver's license and be readily insurable without additional endorsement or surcharge to the Authority.
- Must possess or obtain within twelve months of starting in the position, a valid Maine commercial driver's license, class B or higher.
- Within one year of starting in the position, obtains a Grade I Wastewater Treatment Plant Operator Certificate.

Job Skills and Abilities

- Must be capable of using common hand tools safely and effectively to make basic repairs to simple mechanical equipment without supervision.
- Ability to perform manual labor including climbing regularly rated ladders, safe lifting of at least 50 pounds unassisted, use lawn mowers, snow blowers and other common equipment.
- Ability to understand and follow simple oral and written instructions in English.
- Ability to work out of doors in Maine weather conditions regardless of season.
- Ability to use a respirator.
- Ability to pass random drug and alcohol tests.
- Works cooperatively with other employees, helps to train and orient new employees and reports observations of plant function to the Operator on duty.

Other

- Must be a United States Citizen or permanent legal resident.