Maintenance Assistant

Approved: 11-3-2021

JOB SUMMARY:

The Maintenance Specialist assists with all aspects of District operational activities with a focus on facility, vehicle, and site maintenance. This position also assists with the management of materials including waste, recycling, unregulated household hazardous waste, and food waste for composting. This employee will complete facility and vehicle maintenance as needed. This employee may also operate vehicles and heavy equipment including balers, skid steer, and forklift.

ESSENTIAL FUNCTIONS:

1. Performs routine maintenance of NWSWD facility and vehicles. Assists with projects to create and improve NWSWD infrastructure.
2. Checks vehicles and equipment for proper operation and regularly performs maintenance such as lubrication, fluid checks and tire pressure.
3. Maintains regular contact with Operations Coordinator, office staff, and field staff to ensure all facilities and vehicles are properly maintained.
4. Maintains daily records including mileage, hours and specifics of hauling routes such as; number of containers hauled, locations hauled from and disposal or processing facilities hauled to.
5. Understands and adheres to facility, equipment and site procedures manuals and participates in periodic drills and evaluations.
6. Attends periodic staff meetings.
7. Assist co-workers with warehouse and off-site collections as needed.
8. Maintains a courteous and professional demeanor when working with haulers, strategic partners and while operating District-owned vehicles.
9. Other duties as assigned.

DESIRED REQUIREMENTS:

1. At least 2 years experience in the areas of construction, maintenance, equipment operation and/or warehouse operations and a working knowledge of vehicle maintenance, diesel powered engines and/or hydraulic operations.
2. Valid State of Vermont drivers license required with a clean driving record.
3. High school diploma or equivalent preferred
4. Ability to frequently lift 50 pounds.

SKILLS/ATTRIBUTES:

1. Strong personal commitment to the mission, vision and goals of the District.
2. Understanding of basic mathematical processes and familiarity with Microsoft applications in order to enter data, produce reports and handle other transactions as needed.
3. Ability to comprehend, follow and communicate to personnel both written and verbal instructions in order to implement District policies, procedures and safety measures required.
4. Ability to function under pressure and/or weather conditions and meet deadlines and objectives while maintaining a professional attitude.

WORKING CONDITIONS:

Internal – Work is normally performed in minimally heated warehouse environment where exposure to conditions of extreme heat/cold, fumes and gases are likely. Noise level is moderate to high and includes sounds of normal warehouse operations. Hearing and eye protection are provided.

External – Work is performed at District drop-off sites, District sponsored collection events and other public/private facilities. All facilities and sites are open year-round in northern Vermont so exposure to cold and hot temperatures is likely.

PHYSICAL DEMANDS:

Work involves standing and walking for extended periods of time. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Moderate to strenuous physical effort is required including frequent pulling, pushing, lifting and driving. There is potential for physical strain. Company will provide adaptive devices as needed.