

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE MAINTENANCE SECTION LEAD

Spec No. 8123

BASIC FUNCTION

Serves as a lead worker over the Solid Waste Maintenance Section to maintain, troubleshoot, repair and service a variety of gas, water, pneumatic, mechanical, hydraulic, electrical and electronic equipment and systems; collect, record and track equipment mileage and hours to forecast preventative maintenance needs; assigns and dispatches work to subordinates; reviews project status and ensures a safe, timely completion; opens and closes repair orders as needed. Solid Waste Maintenance Section includes, but is not limited to, the following: Equipment and Vactor Facility Operators; Solid Waste Maintenance Technicians; Temporary Grounds Maintenance Workers, Industrial Automation Systems Technicians; Environmental Cleanup Team.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Lead all non-supervisory employees in the Solid Waste Maintenance Section. Plans, schedules, and evaluates the work of employees; instructs and trains employees. Dispatches and oversees work in Solid Waste Maintenance Section as required.
2. Manage an electronic maintenance management system including system configuration, data entry, and reporting. Maintain required records and documentation including work orders, maintenance history, cost reporting, and inventories. Creates, dispatches, monitors, and closes repair orders, ensuring that documentation is complete, accurate and timely.
3. Resolves maintenance and repair problems; monitors and inspects work in progress; ensures timely completion and compliance with instructions, procedures and standards; enforces safety rules and regulations.
4. Performs routine inspections of compaction equipment and other machinery, equipment and structures; perform related necessary repairs, in a standard recognized by industry practices, on broken, fatigued, cracked, and/or bent steel and other metal components in solid waste equipment.
5. Performs and/or leads crew to troubleshoot and perform predictive and preventative maintenance as required.
6. Provides excellent customer service to internal and external customers of the Solid Waste Division.
7. Procures equipment, materials, parts and supplies; conducts research into the technical aspects of machinery and equipment.
8. Provides purchase request information and justification as needed; reviews purchase specifications as required; oversees section inventory.

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STATEMENT OF OTHER JOB DUTIES

10. Performs other duties as required.

MINIMUM QUALIFICATIONS

Five (5) years of experience in repair, troubleshooting, maintenance and servicing of hydraulic and mechanical systems and equipment, including two (2) years welding experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

- A valid Washington State Driver's License is required for employment.
- Must pass a pre-employment fitness test (PEFT)
- A job offer will be conditioned on satisfactory results of a driver's license abstract.
- Ability to pass the annual lung capacity test and medical clearance questionnaire for wearing respirators.
- Possession or ability to obtain a valid First Aid/CPR Card within 6 months of employment.
- Possession or ability to obtain confined space entry certification within six (6) months of employment. Must maintain valid confined space entry certification while in position.
- Possession or ability to obtain sling and rigging certification within six (6) months of employment. Must maintain valid sling and rigging certification while in position.
- Possession or ability to obtain forty (40) hour HAZWOPER certification within six (6) months of employment. Must maintain valid forty (40) hour HAZWOPER training certification while in position.

KNOWLEDGE AND ABILITIES

Knowledge of:

- lead worker methods and techniques;
- principles and procedures of project management;
- the methods, practices, tools and materials involved in servicing, maintaining, troubleshooting, and repairing hydraulic, mechanical and pneumatic systems and equipment;
- chemical process equipment involved in the treatment of water;
- tools, materials, methods, and techniques associated with routine plumbing work;
- carpentry, electrical, mechanical tools for maintenance, troubleshooting, and repair work;

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- hazards associated with the work;
- safety rules and regulations;
- defensive driving principles;
- troubleshooting and repairing equipment associated with leachate and landfill gas processing systems;
- basic electrical and electrical control troubleshooting and repair;
- proficiency in the use of personal computers;
- proficiency in the use of word processing, spreadsheet, and database software;
- proficiency in the use of maintenance database software;
- basic first aid/CPR methods and procedures; and
- Snohomish County policies and procedures.

Ability to:

- lead train, and motivate assigned staff;
- analyze and determine resource requirements for a variety of maintenance and repair work;
- layout, organize, and oversee the work of subordinates employees;
- diagnose, troubleshoot, service and repair hydraulic and mechanical equipment skillfully and in conformance with equipment specifications;
- use a variety of tools skillfully and safely under a variety of conditions;
- use a variety of heavy equipment skillfully and safely under all type of conditions;
- drive skillfully and safely in all weather conditions;
- maintain complete and accurate written records and prepare required reports;
- operate computer and related peripheral equipment to schedule, monitor, and report on maintenance activities;
- collect and analyze a variety of work order data;
- follow written and verbal instructions;
- read, interpret and apply relevant safety rules codes;
- read, interpret and work from a variety of blueprints, drawings, sketches and work orders;
- conduct effective interpersonal and teamwork skills;
- provide mentoring, training and leadership to other team members as specified;
- be self-motivated;
- communicate effectively, courteously, and professionally (orally and in writing) with the public, supervisors, and co-workers; and
- make independent decision under pressure.

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SUPERVISION

The work is performed under limited supervision and the employee generally carries out assigned and unassigned tasks independently. The work may be spot checked for technical adequacy and conformance with work orders, plans and specifications. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the field. The employee reports directly to a Solid Waste Operations Supervisor.

WORKING CONDITIONS

Positions in this class typically require working both indoors and outdoors in all types of weather at work sites throughout the County. The work may involve working at considerable heights, in confined spaces or from ladders in scaffolding. Employees are exposed to a variety of hazards such as working around high voltage power lines, and are exposed to dust, fumes, methane gas, grease, and refuse. The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing in excess of fifty (50) pounds. Employees are required to wear County issued safety equipment.

The work involves rotating shift assignments and requires working evenings, weekends, holidays and overtime as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1983
Previous Spec No. 920922
Revised & Retitled: March 1992, January 1994, December 1998, October 2000
Revised and Retitled: as Solid Waste Maintenance Worker Lead, (Spec 8092) July 2015
EEO Category: 8 – Service and Maintenance Workers
Pay Grade: 241 - Classified Pay Plan
Workers Comp: 1501 Hazardous