



Job Opening

Posted 11/3/2021

Job Title: **Mechanic/Automated Collection Truck Operator**
Pay Rate: \$20.00/hr. - \$28.99/hr., DOE (Grade 4 – 6)
Department: Public Works
Immediate Supervisor: Public Works Director
Date Revised: October 28th, 2021

Position Summary

- The Mechanic/Automated Collection Truck Operator is under the supervision of the Public Works Director. The Mechanic/Automated Collection Truck Operator shall have knowledge of, and perform, routine and advanced mechanical duties on the City of Craig's fleet and facility equipment. The Mechanic/Automated Collection Truck Operator will also operate and maintain the City of Craig solid waste collection truck, and perform all other duties as directed as tasks may vary depending on day-to-day activities of the Public Works Department.

Qualifications

- High school diploma or equivalent.
- Minimum two (2) years of mechanical experience.
- Certification in mechanical repair/technology preferred.
- Possess a valid Alaska Driver's License.
- Ability to attain an Alaska Commercial Driver's License class A within three (3) months of hire and, once attained, operates City of Craig equipment requiring this license.
- Ability to perform mechanical installations and/or repairs.
- Ability to operate hand tools in the shop and the field.

Position & Benefits

- This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

To review detailed job title and an online application, please visit www.craigak.com

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Duties and Responsibilities

- Perform basic mechanical work on City of Craig vehicles and equipment including repairs, maintenance, fabrication and conditioning of City of Craig equipment.
- Create and maintain documentation and files on all vehicles and equipment.
- Operate the City of Craig solid waste collection equipment.
- Receive and apply training and education to maintain and repair the solid waste collection equipment and the City of Craig fleet as needed.
- Maintain the Public Works facilities at 202 Cold Storage Road in a professional manner.
- Participate on Public Works crews and task assignments relating to repair and maintenance of City of Craig facilities, as well as new installations.
- Operate and maintain City of Craig equipment and property in a proper and customary manner, and as required by governing agencies.
- Participate in safety and the education of safety as it applies to the Public Works Department and the City of Craig.
- Promote safety in the workplace as well as the city.
- Perform duties with quality and efficiency with regard to instruction, specifications, and timeliness.
- Participate in continued education and certifications relating to Public Works.
- Interact with the public in a professional manner representing the City of Craig and the department.
- Assist other crew members in performing duties as needed.

- Participate as a department in community activities promoting public safety and participation in community efforts.
- Maintain compliance with local, state, and federal governing agencies including, but not limited to, OSHA, GHS, NIOSH, EPA, and State of Alaska DEC.
- Perform all other duties as directed as tasks may vary depending on day-to-day activities of the Public Works Department.

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- Minimum two (2) years of mechanical experience.
- Certification in mechanical repair/technology preferred.
- Possess a valid Alaska Driver's License.
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- Ability to operate hand tools in the shop and the field.

Supervision

- The Mechanic/Automated Collection Truck Operator works under the general supervision of, and is responsible to, the Public Works Director.

Communication Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to customers and fellow employees.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

- Ability to lift 70 pounds.
- Ability to work in conditions related to utilities of water, sewer, and underground improvements requiring pipe repair, trenching, and backfill.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk.

Work Environment

- Availability to work extended hours and/or hours outside the normal weekday shift. These hours may be assigned for on-call or may be call out for utility emergencies or community emergency response.
- Ability to work in an environment typical of a mechanic. The noise level of the work environment is generally moderate to loud.
- Ability to work outside in conditions common to Southeast Alaska and the City of Craig year-round.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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