

Equipment Maintenance Manager

Southern Idaho Solid Waste is an equal opportunity / affirmative action employer (M/F/V/D) and a drug-free workplace.

Department: Equipment Maintenance	Location: Milner Butte Landfill
Pay Grade: 11	FLSA Status: Non-Exempt

GENERAL PURPOSE

Responsible for implementing, organizing, and coordinating all activities associated with diagnosing, repairing, and maintaining equipment and vehicles district-wide.

SUPERVISION RECEIVED

General supervision received in accordance with the Southern Idaho Solid Waste Organizational Chart.

SUPERVISION EXERCISED

Supervise all employees, projects, and activities of the equipment maintenance department in accordance with the Southern Idaho Solid Waste Organizational Chart.

ESSENTIAL FUNCTIONS

- Supervise equipment maintenance activities and implement company policies and procedures.
- Plan and oversee daily and project activities in the maintenance department.
- Develop and enforce department goals, expectations, and objectives.
- Assist with long-term planning and budget development.
- Manage personnel, including scheduling, coaching, training, disciplinary action, and performance evaluation.
- Participate in hiring processes and provide input on personnel decisions.
- Review and approve employee timecards for accuracy and compliance with schedules and labor regulations.
- Provide training on equipment operation, repair, maintenance, and safety protocols.
- Coordinate with other departments to resolve operational issues and ensure efficient waste transfer and disposal.
- Implement and oversee safety and accident prevention programs.
- Develop and implement strategies to improve maintenance efficiency and reduce equipment downtime.
- Track equipment repair and maintenance parts inventory using a work order system.
- Diagnose mechanical problems and determine appropriate repair procedures.
- Perform emergency repairs as needed.
- Ensure compliance with safety standards and environmental regulations.
- Research and recommend new equipment and technology to improve efficiency and reduce costs.
- Create, read, and interpret repair orders, communicating with supervisors and operators for clarification.
- Retrofit older equipment with new equipment.
- Operate hand and power tools for general maintenance of landfill vehicles and equipment.
- Manage vendor relationships, negotiate service contracts, and handle warranty work.
- Maintain a clean and organized maintenance shop.
- Follow all safety policies and procedures, reporting unsafe work activities to supervisors.
- Perform other job duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from high school or equivalent.
- Seven (7) years of progressively responsible experience in equipment maintenance management, including at least three (3) years in a service management role.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Working knowledge of:

- Hazards and safety precautions associated with both maintenance and operations environments.
- Materials and tools used in equipment maintenance.
- Customer service and other skills needed to meet or exceed customer expectations.
- Project management and process improvement methodologies.
- Financial management and budgeting.

Skilled in:

- Leadership, team management, project planning/management
- Vendor relationship management
- Coaching, mentoring, and training staff
- Verbal and written communication
- Time management, communication, and problem-solving
- The design, adjustment, operation, maintenance, and repair of mechanical equipment

Ability to:

- Communicate, provide instruction, and ensure compliance with district policies and safety regulations.
- Ensure adequate staffing for the maintenance department.
- Put forth continuous effort to improve operations, streamline work processes, and work cooperatively with others.
- Develop and implement project plans and follow through on challenges as they arise.
- Establish and maintain effective working relationships with fellow employees, the public, and supervisors.
- Follow instructions, communicate effectively, and provide training/instruction to others effectively.
- Obtain and maintain necessary certifications related to equipment maintenance.
- Comply with applicable district and departmental policies/safety standards, including wearing required personal protective equipment.
- Operate simple to complex equipment in various conditions.
- Perform manual tasks for sustained periods.
- Read and understand prints and plans.
- Communicate effectively, verbally and in writing.

3. Work Environment:

- Daily exposure to hazards commonly associated with solid waste operations.
- Tasks require various physical activities, generally nominal muscular strain, such as lifting, walking, standing, stooping, and reaching, and may be required to lift and/or pull up to 100 pounds.
- Regular use of computers and standard office equipment
- Communication, hearing, and seeing are essential in performing daily tasks.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminative thinking.
- Daily exposure to weather extremes and environmental conditions typical of solid waste operations
- Possible exposure to biohazards and chemicals due to unknown materials brought in loads to the transfer

station.