



Monterey Regional Waste Management District

Job Description

Position:	LFG Maintenance Assistant	Department:	LFG
Reports to:	Power Systems Supervisor	Revised:	July 2021

DEFINITION

Under direct supervision, the incumbent performs a variety of unskilled and semi-skilled tasks related to the maintenance, repair, and upkeep of power systems equipment, facilities, surrounding grounds, gas wells and associated infrastructure. Some tasks require heavy physical manual labor. Incumbents may be expected to work unusual shifts, weekends, evenings, holidays, as needed, and drive a District truck and utility cart to get around District Site. Incumbents may be assigned to perform similar tasks in other departments as needed.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Assists the LFG maintenance technicians in maintaining established preventive maintenance programs, repair and diagnosing activities; prepares parts and engine components for assembly.
- Completes equipment inspections with guidance from technicians; completes checklists in accordance with proper procedure.
- Performs basic operation and maintenance functions on gas well field and associated equipment.
- Performs cleaning and general plant maintenance of equipment, work areas, building, surrounding grounds, gas well field and associated infrastructure.
- Makes basic gas well field repairs as directed.
- Disposes of oils and other fluids related to engine maintenance, in accordance with proper procedure.
- Lifts and moves heavy objects up to 50 pounds without assistance and 75-100 pounds with assistance.
- Maintains basic records of work performed and materials used.
- Understand and carry out oral and written directions in English.
- Read and write in English at the level required for successful job performance.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe work practices and procedures.
- Basic housekeeping and cleaning activities.
- Use of basic hand tools and landscape maintenance equipment.

Ability to:

- Learn basic methods, tools, equipment, and materials used in landscape maintenance, repair, and construction work.

- Use hand and power tools safely.
- Work safely and apply safety policies and work procedures.
- Learn to perform semi-skilled maintenance, repair and construction assignments.
- Support the goals and objectives of the assigned department and the District.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.
- Work independently and accomplish various assignments while being given broad general instructions.

Training and Experience:

- High School Diploma desired.

Special Requirements:

- Must maintain a California Driver's License Class C as a condition of employment.
- Acquire and maintain safety certifications as required.
- Wear and use proper safety clothing and personal protective equipment, as needed for task.
- Work under adverse conditions such as inclement weather, heat, dust, dirt, chemicals, and noise.
- Work overtime, weekends, and holidays, as assignments require.
- Work in confined spaces and in high work areas.

Physical Demands - Frequently stand and walk; sit for extended periods; some walking on uneven and slippery surfaces; frequent climbing and some kneeling, stooping, and crouching; lifting, carrying, moving up to 50 pounds without assistance and 75-100 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of mechanical and electrical maintenance and repair equipment.

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment - Normally work is performed in both indoor and outdoor environments; regular exposure to dust; some exposure to fumes, grease, and oil; often works around moving vehicles and equipment; exposure to electrical current and energy; exposure to landfill gasses; foul odors; exposure to the landfill surface and well systems; exposure to loud and constant noise, requiring the use of hearing protection at all times, while working in engine room, regular contact with other staff and occasional contact with the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print