

SENIOR FLEET MECHANIC

Solid, Hazardous & Recycling Waste | Solid Waste



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Senior Fleet Mechanic is responsible for the repair, maintenance, and inspection of gasoline, diesel, and electric-powered vehicles and equipment used throughout the Solid Waste Division.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be willing to work extra hours during normal week, weekends, and holidays. Response may be required at any time to assist with workload or during emergencies.

SHIFT

6 a.m. to 4:30 p.m.

LOCATION

Ashland Sanitary Landfill

REPORTS TO

Operations Supervisor - Yard

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Indoors and outdoors with frequent exposure to noise, heat, dust, inclement weather, odorous conditions, and other potentially hazardous environments.

Frequent interactions with the public and users of the transfer station.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to diagnose and repair mechanical systems, maintain service records, coordinate internal and external repairs, perform preventive maintenance, and ensure the safety and efficiency of all Solid Waste Division vehicles and equipment.

JOB DUTIES

- Perform diagnostics, repairs, and preventive maintenance on parish vehicles and equipment with minimal supervision.
- Repair and replace components across multiple systems including engines, transmissions, suspensions, hydraulics, HVAC, and electrical systems.
- Maintain detailed service records and ensure all invoices are submitted to the office.
- Schedule and coordinate repairs with external vendors and transport equipment as needed.
- Maintain a clean, organized, and safe workshop environment to prevent safety incidents.
- Inspect shop tools and equipment weekly for damage, maintenance needs, or missing parts.
- Lubricate tools and equipment and monitor supply levels, reporting shortages to the supervisor.
- Transport waste chemicals to bulk tanks and coordinate dumpster pickups monthly.
- Inspect bulk fuel tanks and less-used equipment in coordination with the supervisor.
- Conduct quarterly inspections of building and lifting equipment and perform seasonal maintenance.
- Identify and recommend improvements to shop operations and landfill equipment performance.
- Prepare equipment for special events such as parades and storm cleanup.
- Perform structural repairs and maintenance as needed.
- Assist with accident recovery and reporting procedures.
- Provide training to equipment operators and advise on safe usage and purchasing decisions.
- Operate heavy equipment and trucks as required.
- Schedule and oversee repairs with external shops and arrange transportation logistics.
- Advise on vehicle and equipment upgrades and enhancements.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

Questions? No problem!
Email us at employment@tpcg.org.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and reliability by independently managing complex repair tasks, supporting team collaboration, and setting a positive example in safety and work quality..
- **Time Management:** Efficiently prioritizes repair tasks, preventive maintenance, and emergency responses to maintain operational readiness and minimize downtime.
- **Analytical Skills:** Ability to diagnose complex mechanical issues across multiple systems and recommends effective solutions based on technical evaluation.
- **Communication Skills:** Clearly communicates repair needs, safety concerns, and equipment status with team members, supervisors, and external vendors.
- **Organizational Skills:** Maintains accurate service records, manages parts inventory, and ensures the workshop remains clean, safe, and well-ordered.
- **Technical Skills:** Demonstrates advanced proficiency in repairing gasoline, diesel, and electric-powered equipment, and operates diagnostic tools and heavy machinery effectively.
- **Qualifications:**
 - High school diploma or GED certification.
 - A minimum of two (2) years of experience in vehicle and equipment repair and maintenance.

