



JOB DESCRIPTION

Title	Shop Maintenance Assistant	Created	Sept 2015
Department	Public Works	Revised	Mar 2022
Job Class	A RD4	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Aids the Public Works' Roads Division mechanic staff by assisting with routine maintenance of light construction machinery and vehicles as assigned. Performs routine maintenance of Roads Division shop area, as well as other Roads Division facilities and buildings to ensure clean and orderly facilities. Performs other related work as directed.

Essential Functions

- Ensure shop area, shop tools, and equipment are cleaned, organized and accounted for at the beginning and end of each work shift.
- Inspect, perform routine preventive maintenance of, and minor repairs and adjustments to, equipment. Examples include:
 - Check operation of lights, brakes, drivetrains, and tire pressure
 - Ensure proper fluid levels including fuel, lubricants, water, and antifreeze
 - Replace headlights, windshield wipers, change oil and oil filters
 - Clean, wash, and polish vehicles and equipment as needed and as instructed
- Monitor and operate fuel-net, order fuel, receive fuel shipments from vendors and verify quantities; run vehicle fueling reports.
- Order and receive parts and supplies for shop. (Travel to supply vendors to obtain parts and supplies may be required.) Track and verify purchase orders to ensure associated charges are assigned to appropriate vehicles.
- Monitor parts usage and inventory needs and assist mechanics in identifying needed parts and tools.
- Identify appropriate vendors using the state contract internet website, bids, and local availability.
- Administer preventive maintenance schedules; update and maintain service records to ensure equipment receives maintenance as scheduled.
- Stock supplies, inventory, and properly dispose of and/or recycle used products, such as oil, antifreeze, tires, metals, etc.
- Perform general maintenance including painting, lighting system lamp replacement, light plumbing repairs to sinks, toilets, fixtures, pumps, pipes, etc., cleaning including pressure washing, window cleaning, as well as ground maintenance (mowing, trimming and weeding) of vehicle shop area, sign shop, and other Roads Division buildings and facilities, to maintain a safe and sanitary work environment.
- Maintain certification for and operate forklift as required.
- Follows all safety rules and procedures established for work areas.



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Mandatory Qualifications

High School graduation or equivalent education. Class B commercial driver's license (CDL) learner's permit at time of hire. Must possess or be able to obtain a valid Class B commercial driver's license (CDL) within twelve (12) months of hire. Considerable knowledge of routine vehicle preventive maintenance measures, common lubricants and parts, as well as the ability to provide routine maintenance and minor repairs to motor vehicles. General knowledge of building and facility maintenance practices. General knowledge of the principles and methods of inventory control and record keeping, using both simple recordkeeping methods, and computer databases. Ability to understand and carry out oral and written instructions and work safely and cooperatively with others.

Desired Qualifications

Two years of experience in servicing motorized vehicles or equipment, or two years of experience in building and facility maintenance; or any satisfactory combination of experience and training which demonstrates knowledge, skills and ability to perform the above described duties. Some knowledge of motor vehicle electrical and mechanical systems; shop care and safety precautions. Some knowledge of software utilized to maintain records of supplies and materials purchased.

Physical Demands

Frequent standing for long periods of time. Frequent standing, bending, walking, and kneeling to perform duties. Duties consist of frequent lifting of items 5-25 pounds and occasionally 25-80 pounds. There is a high degree of hand and eye coordination required at all times. Occasional work from heights up to 50 feet above ground level using a bucket truck for building maintenance.

Working Conditions

Work is primarily performed in the public works shop areas. Exposure to fumes, chemicals, hazardous materials, noise, and oil. May need to work in the field in all types of weather, in emergencies, or if needed for other reasons.

Supervisory Responsibility

Supervision is not normally a responsibility of positions in this classification. Position may receive direction by a member of the public works management team as designated by the public works director.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.