



# JOB DESCRIPTION

<b>Title</b>	<b>Equipment Servicer</b>	<b>Created</b>	Oct. 2008
<b>Department</b>	Public Works	<b>Revised</b>	
<b>Job Class</b>	A RD5 4	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

Perform routine maintenance and minor repairs to motorized vehicles and other road construction machinery. Perform other related work as directed.

## **Essential Functions**

- Inspect motorized equipment and perform routine preventative maintenance; check operation of lights, brakes and drive trains and ensures proper fluid levels including fuel, lubricants, water and antifreeze. Performs small engine repairs and light automotive diagnostics and tune-ups.
- Monitor and operate fuel-net, order fuel, run vehicle fueling reports.
- Maintain certification for and operate forklift as required.
- Track all purchase orders to verify charges to appropriate vehicles.
- Verify all purchase orders are assigned to proper accounts.
- Monitor parts usage and inventory needs; identify appropriate vendors by using state contract internet website, bids and local availability.
- Order parts and supplies for shop; assist shop mechanics with identifying needed parts.
- Receive parts orders and fuel shipments from vendors; verifies quantities.
- Assist in maintaining inventory of shop tools.
- Checks air pressure of tires and repairs, changes and balances same.
- Change oil and oil filters; lubricate equipment on scheduled and as needed.
- Administer preventative maintenance schedules and ensure equipment receives maintenance as scheduled. Maintain related records.
- Make minor repairs and adjustments including repacking wheel bearings and replacing headlights, windshield wipers and spark plugs.
- Clean, wash and polish vehicles and equipment as needed and as instructed.
- Perform well-defined tasks during equipment overhauls and on major repairs under the guidance of a mechanic.
- Travels to supply houses to obtain parts and supplies.
- Cleans and maintains shop area, offices, sign shop, facilities, equipment and tools in order to maintain a safe, sanitary work environment.
- Stocks supplies, inventory and properly disposes of and/or recycles used products,



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such as oil, antifreeze, tires, metals, etc.

- Ensure shop tools and equipment are accounted for at the beginning and end of each work shift.
- Follows all safety rules and procedures established for work areas.

## ***Mandatory Qualifications***

Possession of or ability to obtain a valid commercial driver's license (CDL) and minimum Class B with air brakes endorsement within six months of hire; safe driving record. Considerable knowledge of routine vehicle preventive maintenance measures, common lubricants and parts. Some knowledge of motor vehicle electrical and mechanical systems; shop care and safety precautions. General knowledge of modern computer operations and software utilized to maintain records of supplies and materials purchased. General knowledge of the principles and methods of inventory control and record keeping. Ability to understand and carry out oral and written instructions; provide routine maintenance and minor repairs to motor vehicles and small engines; keep simple records; work safely and cooperatively with others.

## ***Desired Qualifications***

High School graduation or equivalency and one year of experience in servicing motorized equipment; or any satisfactory combination of experience and training which demonstrates knowledge, skills and ability to perform the above described duties.

## ***Physical Demands***

Duties consist of frequent lifting of items 5-25 pounds and occasionally, 25-60 pounds. There is a high degree of hand and eye coordination required at all times.

## ***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. Work is performed under the supervision of the Shop Foreman.

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.

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