

EQUIPMENT SERVICE WORKER

Definition:

Under direct or general supervision, performs general garage maintenance work; makes service calls off site; makes minor adjustments to power driven equipment; assists equipment mechanics in the repair of power driven equipment and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Lubricates automotive and power equipment with the use of air pressure and hand lubrication tools.

Checks lights and batteries and checks, repairs, changes and rebalances a wide variety of tires.

Makes service calls off site and assists mechanics on service calls.

Replaces minor parts and makes minor electrical repairs.

Checks and repairs cooling systems.

Tightens body bolts.

Monitors the stock of spare tires.

Cleans, washes and polishes motor equipment, including hand and steam cleaning.

Assists equipment mechanics in making minor mechanical repairs to motor equipment.

Lifts and carries heavy equipment components.

Sweeps, polishes and maintains garage, shop and equipment in a clean and orderly condition.

Records data regarding work performed.

Delivers and retrieves a variety of items including vehicles, equipment and supplies from various vendors.

Assists the Fleet Maintenance Technician by receiving and issuing parts.

Operates a personal computer.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Supplies automobiles, trucks, tractors and other motor equipment with gasoline, oil, water and other vehicle fluids.

Class Characteristics:

The Equipment Service Worker is a multi-incumbent class within the Maintenance Services Department with duties related to the repair, replacement and stocking of parts and vehicle tires and assisting mechanics in the repair of power driven equipment.

Contacts and Relationships:

Equipment Service Workers have the majority of their interaction within the Maintenance Services Department, although contact with other City employees and vendors will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Basic automotive and related parts to include light and heavy duty wheels.

Basic mechanical and automotive electrical repair.

Types of oils and greases and oiling and lubricating tools used in automotive repair.

Methods and materials used in cleaning and polishing motor equipment.

Methods used in garage/shop clean up.

Safety precautions and practices necessary when working with and around power driven and garage equipment.

Ability to:

Change and repair tires.

Make minor adjustments to motor equipment.

Perform strenuous manual labor.

Operate automotive and job-related power equipment.

Lift and carry heavy objects safely.

Use hand and pneumatic tools.

Understand and carry out oral and written directions.

Communicate effectively orally.

Read at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Learn to use a computer and applicable software.

Complete routine forms.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Completion of the tenth grade.

AND

Experience:

One year of garage or car dealership/service station work performing maintenance or repair of motor vehicles to include some tire repair/mounting experience.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an open automotive shop and incumbents perform strenuous physical labor for extended periods of time. Incumbents may be exposed to the elements, damp conditions, extreme noise, chemical and other fumes, grease, oil, solvents and chemicals, dust, electrical and mechanical hazards, vehicular traffic and exhaust, smoke and vibration. An incumbent drives a vehicle on City business and kneels, crouches, sits, stands and walks on slippery and uneven surfaces, twists, climbs ladders and inclines, crawls, bends, reaches, pushes, pulls, grasps and lifts items weighing 50 pounds or less. An incumbent may work above shoulder level with power and/or hand tools weighing 20 pounds or less. An Equipment Service Worker must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Fair Labor Standards Act Designation: Non-exempt.

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