



Job Description

Title:	Preventative Maintenance and Service Technician		Approved:	08/01/07
Salary Level:	17		FLSA Status:	Non-exempt
Supervisor:	Equipment Coordinator	Supervises:	None	
Job Family:	Mechanic Series	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs minor repairs and provides service for the maintenance and repair of all City vehicles and power driven equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and evaluates vehicles and equipment for repair and maintenance.
- Schedules and performs preventive maintenance on equipment.
- Maintains records on maintenance and repair work for all equipment.
- Maintains equipment to assure proper operation and safety of users.
- Performs service and preventive maintenance and/or repair of all City equipment operating on gasoline, diesel or propane driven engines.
- Repairs cooling, fuel and exhaust systems and inspects brake systems for safe operation.
- Operates the shop and cleans and maintains the garage area and equipment.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Inspect and evaluate vehicles and equipment for repair and maintenance.
- Perform duties in a safe and non-hazardous manner.
- Recognize and repair mechanical and engine problems on gasoline, diesel and propane driven equipment.
- Operate hand and power driven tools in the repair and maintenance of equipment.
- Perform light welding.
- Identify and establish a working relationship with suppliers of parts and services.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish and maintain effective business relationships.
- Operate a computer and related software.
- Maintain records and prepare reports.
- Communicate effectively in English, both orally and in writing.

Preventative Maintenance Service Technician - Continued

- Understand and accurately follow oral and written directions.

Knowledge of:

- Mechanical and computerized engine systems for gasoline, diesel and propane powered vehicles and equipment.
- Standard practices, equipment and tools of the automotive and equipment mechanical trade.
- Safety practices and avoidance of hazards in equipment mechanical repair.
- Goals, policies and objectives of equipment maintenance and repair.
- Technical aspects of vehicle and equipment repair and maintenance.
- Department operations and policies.
- Applicable sections of codes and laws.

Education and/or Experience:

High school diploma or general education degree (GED); two years related experience performing repair on automobiles, trucks and power driven equipment; or an equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid Class B California driver's license or ability to obtain a Class B license within six months of hire.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; and, ability to effectively present information in one-on-one and small group situations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense and understanding when carrying out instructions furnished in written, oral, or diagram form; and, ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk short distances, use hands and fingers in a dexterous manner to pull, locate by touch, handle move or adjust. The employee frequently is required to reach with hands and arms over head or to either side, talk and hear clearly. The employee occasionally is required to sit, climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus at different distances (the use of corrective lenses as required).

WORK ENVIRONMENT

Preventative Maintenance Service Technician - Continued

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, large machinery, occasional fumes, airborne particles and toxic or caustic chemicals; and, noise created by engines and machinery. The employee frequently works in inside and outside environmental conditions common to an open air shop.