

CLASS SPECIFICATION

Yuba County

November 2004

CLASS TITLE: Equipment Service Specialist

FLSA STATUS: Non-exempt

JOB SUMMARY:

Fuels, lubricates, services, performs preventive maintenance and inspects automobiles and related equipment; performs related work as assigned.

CLASS CHARACTERISTICS:

This is an independent working level class in vehicle and equipment maintenance, performing standard vehicle service, preventive maintenance and basic repair duties. This class is distinguished from the Heavy Equipment Mechanic series, which are the mechanical craft classes responsible for automotive and heavy equipment maintenance and repair for various components of the County's vehicle and equipment fleet.

EXAMPLES OF DUTIES:

Essential:

- Performs preventive maintenance work on the County's automotive fleet; inspects, adds, and/or changes fluid levels in engine, brake, steering, and other systems on a scheduled basis.
- Inspects vehicles for operating condition and safety problems and reports problems to supervisor or mechanics.
- Changes gas, oil and air filters; changes engine, transmission, differential and power take-off lubricants.
- Checks and replaces radiator hoses; spark plugs, batteries, wiper blades, lamps, bulbs and tires.
- Cleans the interior and exterior of vehicles as required.
- Transports vehicles to outside vendors or the County repair garage for major maintenance or repair.
- Fuels pool cars and maintains appropriate fueling records.
- Maintains an inventory of parts and lubricants required to perform the work; prepares and maintains records, including work orders, logs, basic accounts, timecards, requisitions, invoices, etc.
- Operates and maintains tools and equipment depending on job assignments.
- Observes safe work methods and safe driving practices related to the work.
- May train and provide direction to part-time or temporary staff.

Important:

- Uses computer and standard office equipment in the course of the work.

QUALIFICATIONS:

Knowledge of:

Use and maintenance of basic shop, hand and power tools.
Types and grades of lubricants, coolants, brake, steering, and other fluids used in automotive servicing.
Basic operation and maintenance of vehicle systems and components.

Safe work practices and safety equipment related to the work.
Shop mathematics.
Record keeping practices.

Skill in:

Diagnosing vehicle problems and the need for repair.
Operating basic shop, hand and power tools, vehicle hoists and jacks.
Making accurate arithmetic calculations.
Maintaining accurate inventory records and records of work performed.
Understanding and following oral and written instructions.
Working without close supervision in standard work situations.
Training others in work procedures.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands:

- Mobility to work in a typical shop maintenance setting, including operating hand and power tools and standard office equipment and to drive a motor vehicle.
- Stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time.
- Strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment.
- Vision to read printed materials.
- Hearing and speech to communicate in person or over a radio or telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Work with exposure to potentially hazardous materials and equipment.

Licensing and Certification:

- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from high school and one year of experience in the servicing of automobiles.

Preferred: In addition to the minimum requirements, some technical school training in automotive maintenance and repair and two years of journey level experience in the maintenance and repair of vehicles and/or heavy construction equipment. Related experience may be substituted for the education at a rate of two years of experience for one year of education.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.