



Equipment Services Worker I

Class code: 405

Employee Group: SEIU

Salary Range: 14

I. Position Summary

Under general supervision, to lubricate, fuel and service automobiles, trucks, machinery and other equipment; and to perform other related work as required.

II. Distinguishing Features

This is the entry level class in the Equipment Service Worker series. This class is distinguished from the journey level in the series in that the entry level provides on-the-job training to employees with limited related work experience. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision and will be required to work independently at times.

III. Examples of Essential Position Duties

- Cleans the repair shop and equipment including steam cleaning and washing of light and heavy equipment and automobiles in the shop and out in the field.
- Assists in servicing automobiles, trucks, tractors, machinery, and other equipment, gas or diesel, with fuel, oil, grease, and water.
- Inspects, tests and repairs cooling systems; check chemical balance and freeze level; replaces, thermostats, cooling lines and hoses.
- Performs equipment maintenance work, such as changing oil, filling or draining anti-freeze from radiators.
- Performs various component checks during lube service work and records same; reads and uses service, maintenance and operator's manuals and diagrams.
- May complete automobile mechanical and maintenance work such as tune-ups, brake system repairs and adjustment or rebuild hydraulic and mechanical brake systems; replaces brake shoes and pads.
- May remove and replace plugs; resets timing devices; changes filters; removes and inspects wheel bearings; cleans and packs with grease and replace bearings; rebuilds master and wheel cylinders.
- Installs, inspects, removes, rotates, balances, repairs and replaces automobile tires and wheels.
- May assist shop mechanics, when so directed, with repair, service, or overhaul of any type of equipment, and with all other shop mechanic duties.
- Maintains fuel island; changes pump filters, cleans and stocks island with towels and windshield cleaner; steam cleans and pressure washes various pieces of equipment.
- Staffs the parts room. Orders and maintains an adequate parts inventory.
- Meets with sales representatives regarding products, quality and pricing.
- Accepts and processes incoming materials, equipment and supplies; inspects materials received for quantity and quality.

- Conducts annual inventory.
- Issues parts electronically to meet work orders.
- Picks up and delivers parts and vehicles; operates forklift; unloads trucks.
- Uses computer to locate required parts and to make and complete work orders.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires knowledge of basic standards and practices, materials and methods used in maintaining, and repairing equipment; and knowledge of principles of internal combustion engines. Operate and use a variety of equipment, tools and supplies to perform automotive servicing and maintenance work; read and understand a variety of written materials associated with assigned work including inspection and maintenance reports, logs, work orders, parts requisitions, repair manuals and diagrams; perform routine servicing and maintenance work; understand and follow written and oral instructions; prepare record and logs of work required, supplies and parts used and services performed; establish and maintain cooperative working relationships with those contacted in the course of work; use basic arithmetic to calculate percentages and amount of chemical and supplies used and required in the completion of work; prioritize work to meet established deadlines; explain department policies and procedures as necessary.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND one year of work related experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of a current, Oregon driver's license with an acceptable driving record. Needs to be able to obtain an Oregon Class "B" Commercial Driver's License within six months of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in performance of manual labor; perceive color, odor, texture and sound; operate a variety of tools, equipment and vehicles used in performance of daily tasks; ability to work around electrical currents and/or hazardous materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; drive

and operate a variety of automotive vehicles and construction equipment. Required to furnish and maintain a tool box and tool set through 3/4" drive.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, heat, cold, humidity, hot oil, asphalt, chemicals, traffic hazards, biohazards noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/13