



Equipment Services Worker II

Class code: 424

Employee Group: SEIU

Salary Range: 17

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 full journey level class in the Equipment Service Worker series. Employees work within a framework of policies and procedures. Positions at this level perform skilled technical and specialized equipment maintenance and repair functions and frequently work outside the immediate proximity of a supervisor. Work is normally reviewed only on completion and for overall results. Assigned duties require the exercise of judgment and ability to apply technical knowledge and skills to practical situations.

III. Examples of Essential Position Duties

- Services automobiles, trucks, tractors, machinery, and other equipment, gas or diesel, with fuel, oil, grease, and water.
- Performs safety inspections of equipment; reports defects and needed repairs; notes and reports items needing mechanical work or other attention.
- Runs diagnostic tests of electrical systems including ignitions, lighting, computers and starters.
- Inspects, tests and repairs cooling systems; checks chemical balance and freeze level; replaces water pumps, radiators, thermostats, cooling lines and hoses.
- Performs equipment maintenance work, such as changing oil, filling or draining anti-freeze from radiators.
- Keeps records of service to vehicles and equipment including odometer and hour meter reading; makes records of parts ordered and used to complete maintenance and repairs.
- Rebuilds differentials and components including drive lines, ring and pinion gears, u-joints, and bearings; rebuilds hydraulic and mechanical brake systems; replaces brake shoes and pads; overhauls carburetors.
- Performs various component checks during lube service work and record same; reads and uses service, maintenance and operator's manuals and diagrams.
- Completes automobile mechanical and maintenance work such as tune-ups, brake system repairs and adjustment or replacement of exhaust systems.
- Removes and replaces plugs and points; reset timing devices; changes filters, make valve adjustments; removes and inspects wheel bearings; cleans and packs with grease and replace bearings; rebuilds master and wheel cylinders.
- Installs, inspects, removes, rotates, balances and replaces tires and wheels; performs front end alignments; checks for loose tie rods, ball joints, king pins, idler and pitman arms. Replace cutting edges.
- Responds to requests for field service calls for large equipment.

- May assist shop mechanics, when so directed, with repair, service, or overhaul of any type of equipment, and with all other shop mechanic duties.
- Uses computer to locate required parts and to make and complete work orders
- Picks up and delivers parts and vehicles; operates forklift; unloads trucks.
- Maintains fuel island; changes pump filters, clean and stock island with towels and windshield cleaner; steam cleans and pressure washes various pieces of equipment.
- 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, repairing and overhauling automotive equipment; and knowledge of principles of internal combustion engines. Ability to inspect and determine needed repairs; 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 related work experience (two years of college coursework or vocational school desirable);
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. Need 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: 12/12