



CITY OF RICHLAND

CLASSIFICATION TITLE: EQUIPMENT TECHNICIAN I	JOB # 3057	AFFILIATION: Affiliated (IUOE)
REPORTS TO: FLEET AND EQUIPMENT MAINTENANCE MANAGER	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Performs basic entry level work in the maintenance, diagnostic, repair, and servicing of automotive, diesel and specialty motorized equipment; fabricates, welds, and performs plasma cutting, field and landfill construction equipment diagnostic's and repair. Subject to service calls after hours as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs basic/minor repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, and hydraulic and air systems.
- Assist in repairs on Refuse Trucks, Street Plows, Sanders, De-icers, and Parks and Facilities Spray equipment.
- Performs preventive maintenance work on vehicles and heavy-duty equipment including lubrication and oil changes.
- Removes and installs automotive, light, and heavy truck tires, including and up to, size 11R22.5 and 425/65R22.5 weighing up to 330 pounds using appropriate lift assist devices.
- Familiar with vehicle and equipment diagnostic tools.
- Minor/basic repairs on cooling, a/c heater, fuel, electrical and exhaust systems; tunes engines using standard testing equipment.
- Performs work and repairs in shop as well as in the field.
- Inspects and removes construction equipment belly pans; removes debris and makes hydraulic and transmission line/hose repairs and performs preventative maintenance.
- Informs and communicates diagnostic results for parts ordering and repair, including keeping the Fleet and Equipment Maintenance Manager informed as to job status and repair time frames.
- Operates shop equipment and machinery such as drill presses, metal lathes, grinding equipment, cutting, and welding equipment, and assorted tools to assigned tasks.

- Maintains an accurate daily logbook of work performed on repair orders and labor hours by F-code.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills, and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Modern office practices, methods, procedures, and equipment.
- Basic computer skills using various enterprise software and hardware to include vehicle repair information systems, Microsoft windows and office, as well as a work order-based software system.
- Equipment tools and materials such as laptop computers, handheld diagnostic tools, and analyzers used in the repair and maintenance of vehicles and equipment.
- Principles and theory in the areas of operating systems of automotive and diesel equipment.
- Record-keeping principles, procedures, and techniques.
- Electronic and alpha- numeric filing systems.
- Applicable health and safety policy, procedures, and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies, and procedures.
- Learn and apply technical and mechanical diagrams, schematics, and repair manuals.
- Learn methods, techniques and practices of maintenance and repair of a wide range of heavy and light automotive vehicles and equipment.
- Progress through ASE testing steps.
- Maintain work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Observe safe work methods and make appropriate use of related safety equipment as required.
- Inspect, troubleshoot, adjust, repair, replace, and maintain functional parts of automotive, diesel, and mechanical equipment.
- Repair and maintain shop equipment.
- Consult with Service Writer/Parts Specialist or Technician III regarding vehicle malfunctions.
- Determine necessary parts and research equipment, tools, parts, and materials.
- Perform drive ability tests to determine needed repairs.
- Learn how to weld with wire feed (Mig) and stick (Arc) in all positions (vertical, horizontal, or overhead).
- Analyze situations accurately and adopt an effective course of action.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Follow health and safety regulations.

- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work in the support of the mission and goals of the City.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Willing to share knowledge and expertise with co-workers.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED
- Two (2) years of experience in the maintenance of automotive, construction equipment and/or heavy-duty trucks.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date.
- Obtain Forklift Certification within three (3) months of date of hire.
- Obtain ASE Auto Maintenance and Light Repair or ASE Medium/Heavy Truck Preventive Maintenance Inspection Certification (G1 or T8) within six (6) months of hire date.
- Obtain an ASE Master in Medium/Heavy Truck or ASE Master in Auto/Light Truck within 2 ½ years of hire date and maintain throughout employment.

COMPETENCIES:**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence

events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

Environment:

- Typically performed in the shop and field, which may require travel daily from site to site and checking on equipment.
- Position involves work outdoors on a year-round basis and is subject to extreme weather conditions.
- The noise level in the work environment is usually moderate to noisy, depending on whether in the shop and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly, and punctually attend work at the shop or other assigned locations.
- Operate motorized vehicles and equipment to visit various City and meeting sites, which may include driving in inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 75 lbs. on a routine basis and up to 125 lbs. on occasion using proper lifting techniques and tools. Items weighing more than 125 lbs. will use a two (2) person lift.






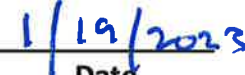
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and computer screens.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date

