



CITY OF RICHLAND

CLASSIFICATION TITLE: LEAD EQUIPMENT TECHNICIAN	AFFILIATION: Affiliated (IUOE)
REPORTS TO: EQUIPMENT MAINTENANCE SUPERVISOR OR DESIGNEE	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the general direction of the Equipment Maintenance Supervisor or designee, oversees, directs, coordinates and coaches the work of Equipment Maintenance staff; performs written, electronic and manual tasks related to equipment maintenance and shop operations, to include diagnosing and scheduling vehicles and equipment for maintenance and repair; monitors and maintains stock inventory and parts; uses data processing software, hardware and systems for data entry and monitoring and reporting. Subject to work after hours and weekends 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.

- Provides training, supervision, accountability and direction in the coordination of daily, weekly and other periodic work activities of the Equipment Maintenance team.
- Collaborates and monitors with Equipment Maintenance Supervisor on service scheduling duties, responsibilities, and resource allocation for the shop, landfill and in the field.
- Performs equipment and vehicle diagnostics to determine Technicians assignments.
- Evaluates, monitors and determines quick-fix repairs.Coordinates assigned services and activities with division contacts, and vendors as well as outside agencies and organizations.
- Establishes and creates damage repair estimates.
- Researches and orders necessary parts to make equipment/vehicle repairs and maintain appropriate inventory items and stocking levels.
- Maintains and observes a safe work environment; makes appropriate use of related safety equipment; and practices and addresses any unsafe conditions, tools or work procedures.
- Monitors delivery of materials against purchase requests; ensures appropriate type, quantity and quality of received orders; monitors and maintains stock inventories and adjusts stock levels as required.
- Establishes, maintains and updates service manuals, diagnostic tools and technical information.

- Operates shop equipment and machinery such as drill presses, metal lathes, grinding equipment, cutting and welding equipment, and assorted tools to assigned tasks.
- Performs all functions of the Service Writer and Equipment Technician positions as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify 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. Methods, techniques and practices of maintenance and repair of a wide range of heavy and light vehicles and equipment.
- Equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Maintenance scheduling principles and practices.
- Record-keeping principles, procedures and techniques.
- Electronic and alpha- numeric filing systems.
- Inventory methods and practices, including proper methods of storing materials and supplies.
- Purchasing policies and procedures.
- Modern office practices, methods, procedures and equipment.
- Diagnostic procedures for vehicles and equipment.
- Shop math applicable to vehicle maintenance.
- State Motor Vehicle Codes and Federal smog regulations.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training, supervision and evaluation of performance of assigned staff.
- Schedule, review and participate in work activities of assigned unit.
- Collect and record information, including mileage, hours of operation, fuel consumption, and oil usage.
- Provide technical guidance and ensure safe work procedures are followed and safe working conditions are maintained.
- Update repair manuals and relate information for all types of automotive, truck, and equipment used by the City.
- Diagnose malfunctions and give instructions on the repair procedures of mechanical, electrical, and computerized vehicles and equipment.
- Test equipment for operational defects.
- Produce shop drawings and sketches for needed modifications to vehicles, heavy-duty trucks, and construction equipment.
- 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 to support the mission and goals of the City in serving our customers.
- 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, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent, supplemented by two (2) years of college-level or trade school course work in automotive and diesel technology.
- Six (6) years of experience in automotive/construction or equipment/heavy-duty truck repair.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license with Class "A" CDL upon hire date.
- Current ASE Master automotive/light truck, ASE Master heavy truck or EVT level III certification upon hire date.

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 field, which requires 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 quiet to moderate, depending on whether in the office 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:

- 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.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Ability to lift, push, carry or pull materials and objects weighing up to 100 lbs. using proper lifting techniques and tools.
- Must have 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.