

EQUIPMENT SERVICEWORKER

DEFINITION

To perform a variety of semi-skilled work in servicing gasoline, diesel, compressed natural gas (CNG), alternative fuel and electric powered automobiles, which may include light trucks, passengers, police, fire, electric utilities, public transit vehicles, and various medium and heavy equipment such as backhoes, loaders, pavers, street sweepers, and refuse collection vehicles.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Services Supervisor and receives technical and functional supervision from a Senior Mechanic.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Fuel, grease, and lubricate a variety of vehicles and equipment, including light trucks, passenger, police, fire, electric utilities, and public transit vehicles and a variety of medium and heavy equipment such as backhoes, loaders, pavers, street sweepers, and refuse collection vehicles including gasoline, diesel, CNG and electric.

Perform safety and mandated inspections, preventive maintenance and light repair on a variety of City vehicles and equipment; identify and report significant repair and maintenance problems.

Perform routine services of engine, fuel system, transmission, final drive and hydraulic systems; perform oil, fluid and filter changes.

Perform brake repair and component replacement as needed; change and repair tires; install and service batteries, spark plugs, lights, fan belts and other mechanical parts; test battery and charging systems.

Document preventative maintenance principles and practices associated with the repair and maintenance of vehicles and equipment; update maintenance records.

Prepare and update records and files of preventive maintenance and other repair/maintenance work. This includes mandated inspection of the terminal (BIT) and vehicle-mounted crane and aerial lifts.

Perform routine fuel island inspection to ensure fuel pumps and equipment are operational.

Respond to 24/7 service calls in the field and make temporary repairs as appropriate.

Deliver and pick up parts and supplies; deliver and pick up vehicles and/or equipment to/from outside vendors; fuel vehicles/equipment.

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Perform smog and opacity testing as certified.

Road test and inspect vehicles/equipment as certified.

Assist in general maintenance and cleaning of vehicle and equipment tools and shop areas. May assist at the counter and stock and track inventory of parts and supplies.

May perform minor welding and fabrication of parts.

Use of a computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Basic operating principles of electric motors and engines fueled by gasoline, diesel, or alternative fuels.

Lubricating systems and oils, greases and attachments used in lubricating vehicle and equipment and other related equipment.

Less complex components of vehicles and equipment related to maintenance and repair and associated tools and uses.

Tools and procedures used in providing semi-skilled service on a variety of light and heavy vehicles and equipment.

Basic principles and practices of record keeping.

#### Ability to:

Perform a variety of semi-skilled work in the servicing of gasoline, diesel, compressed natural gas, alternative fuel and electric vehicle and equipment equipment, medium and heavy equipment, and other power-driven equipment.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; write or use a keyboard to communicate through

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written means; and lift or carry weight of 50 pounds or less.

Learn to operate a computer as necessary to perform job duties, including diagnostic tasks.

Learn basic principles and methods of gas and electrical welding and fabrication.

Keep computer and manual records such as work orders, work performed, and supplies/parts purchased; prepare required reports.

Communicate clearly and concisely, both orally and in writing.

Respond to field requests for vehicle repair/maintenance.

Operate equipment in a safe and efficient manner.

Work regular shifts as assigned; may be assigned to call back and/or emergency schedules that include evenings, weekends, and/or holidays.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

One year of increasingly responsible experience performing vehicle and equipment service work.

#### Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, higher level degree. Successful completion of the equivalent to one year of vocational education in the automotive, truck or heavy equipment service field may substitute for the required work experience.

### License or Certificate

Possession of a valid California Class C driver's license by date of appointment.

A valid California Class B driver's license with passenger and airbrake endorsements must be obtained within six (6) months of appointment.

Two (2) valid certificates from the National Institute for Automotive Service Excellence (ASE) within six (6) months of appointment:

1. Automotive & Light Truck Series – A5-Brakes
2. Medium and Heavy Truck Series – T4-Brakes

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09-15-23

08-24-18

07-08-14

09-16-07

05-12-07

10-27-97

08-09-94

10-01-88

07-01-79 Equipment Serviceworker 01-

10-78 Equipment Service Helper 10-30-

73 Equipment Serviceman

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-65

-64 Automotive Service Man