



City of Woodland

EQUIPMENT SERVICE WORKER

DEFINITION

To service and perform minor repairs and a variety of semi-skilled preventative maintenance duties on a variety of automotive and other power-driven and mechanical equipment.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Fleet and Facilities Manager or his/her designee. This position is entry level and exercises no supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Follow a preventative maintenance schedule to assure vehicles are in good repair. Perform minor tune-ups, exhaust system repairs, brake replacements and repairs, and U-joint replacements. Check and replace tires. Wash and steam clean vehicles and parts. Inspect vehicles and equipment for loose or worn parts and hydraulic and exhaust leaks. Bring all needed repairs to the attention of supervisor. Keep routine records on maintenance services provided, parts used, and labor performed. Pick up and deliver vehicles and parts. Maintain maintenance shop and shop equipment in a safe, clean and orderly condition. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Perform a wide variety of routine preventative maintenance duties on all automotive vehicles. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Oil, grease, and lubricating devices; materials and other tools used to maintain and service equipment. Standard Mechanic's hand tools. Common automotive parts and supplies. Hydraulic vehicle lift. Safe work practices.

Skill to:

Demonstrate a high degree of mechanical aptitude. Interpret and work from sketches and diagrams. Follow oral and written directions. Prepare service maintenance records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Read, interpret, understand, and apply automotive specifications and parts catalogs.

Minimum Education and Experience:

Education:

High School diploma or equivalent.

Experience:

One year of basic vehicle maintenance experience.

License and Certificate:

Required upon hire and maintained during employment, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Council Action: February 1, 2011