

COUNTY OF SOLANO CLASS SPECIFICATION EQUIPMENT SERVICE WORKER

CLASS SUMMARY:

Under general supervision, inspects, services, lubricates, performs minor repairs and assists Equipment Mechanics in the major repair of County vehicles and equipment.

DISTINGUISHING CHARACTERISTICS:

It is distinguished from the:

- **Equipment Mechanic** class which makes major mechanical repairs to County vehicles.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Fleet Services Supervisor.
- No supervision is exercised over others.
- May receive consultation and/or advice from an Equipment Mechanic.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs a variety of maintenance and minor repairs to County passenger vehicles, trucks and heavy construction equipment in the shop and in the field such as:
 - fueling vehicles and checking fluid levels;
 - checking tires and mounting, balance, rotate, and repair tires;
 - performing preventative maintenance on vehicles to include changing oil, replacing air and oil filters, and lubricating parts;
 - checking lighting systems and installing and/or repair warning lights, headlights, tail lights, and minor electrical devices;
 - inspecting brakes, steering and suspension systems, motor mounts, universal joints, windshields, etc. and reporting major repair and maintenance problems to a mechanic, and/or supervisor;
 - testing, servicing, recharging and changing batteries;
 - checking and replacing belts and hoses;
 - spot minor & major problems and report them to proper personnel for repair;
 - washing and/or steam cleaning vehicles(interior and exterior); and
 - assisting Equipment Mechanics in performing major mechanical and/or electrical repairs.
- makes minor repairs to other types of County equipment such as chainsaws, mobile/portable generators, tank sprayers, etc.
- maintains records of repairs.
- shuttles vehicles to outside vendor repair and cleaning locations.

- picks up and delivers parts.
- performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent; **AND**
- **Experience:** Two years of full-time paid experience servicing and maintaining vehicles.
Note: Successful completion of accredited vocational education or training courses in automotive technology, automotive mechanics, or related field may be substituted for up to Six months of the required experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C by date of hire.
Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Laws, regulations, policies and procedures consistent with automotive services.
- Proper and safe use and maintenance of power tools used for general vehicle and equipment maintenance.
- Proper and safe servicing techniques to repair and/or to replace vehicle accessories and components such as batteries, tires, cooling systems, belts, electrical parts, brakes, hoses and filters.
- Methods and equipment used in servicing vehicles with oils, grease and lubricants.
- Theory and operation of engines and drive trains.
- Safety practices used in mechanical repair.
- Customer service techniques for dealing with customers.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Properly lubricate and service vehicles and other equipment.
- Recognize conditions which adversely affect vehicle safety, such as defects in the brakes, tires and steering systems.
- Read and understand written instructions in manuals and on computers regarding the servicing, repairing of equipment and the installation of accessories.
- Use proper safety precautions while working in the servicing area.
- Safely drive vehicles and operate other equipment that has been serviced / repaired.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment.
- Establish good relationships with the public and internal customers.

- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Use modern office equipment to include computers and related software applications.
- Operate and maintain a variety of hand and power tools properly and safely.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, crawling, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders and step ladders with a total weight that does not exceed the weight capacity of the ladder; and (3) standing or walking for extended periods of time on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Employees are also required to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- **Hearing/Talking:** This class requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- **Other:** This class typically requires employees to have sufficient sense of smell, and touch to observe equipment functions for normal and abnormal occurrences.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus may be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather; may be exposed to insects, rodents, snakes, bees, wasps, spiders, ants, etc.
- **Work in an Industrial Area:** Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations; employees may be subject to injuries when working with hand and power tools and equipment.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus may be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks, Reference Checks and Physicals: The County may conduct a background check, a reference check and a physical on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are be required to travel independently, for example, to test drive vehicles that have been repaired/serviced, to shuttle vehicles to vendor repair locations, to pick up repair parts, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Drug and Alcohol Testing: Candidates applying for positions in this class are subject to, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing of incumbents includes post-accident, as well as random and reasonable suspicion testing as required by law.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: July 1998
- Date Adopted by the Board of Supervisors: July, 1998
- Date(s) Revised: September, 2016
- Class Code: 971020