

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: HEAVY EQUIPMENT SERVICE TECHNICIAN
DEPARTMENT: TRANSPORTATION
REPORTS TO: EQUIPMENT SUPERINTENDENT

CLASS CODE: 32086
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, performs routine service on light, heavy, and related equipment and vehicles. The work consists of semi-skilled duties at an entry level. Incumbents in this class may perform more skilled maintenance and repair duties in a training capacity. Work is performed within a frame work of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs routine servicing on light to heavy equipment and vehicles including changing oil, greasing and lubricating vehicles and equipment.

Inspects and repairs batteries, lights, motor belts, safety equipment, and other pieces of equipment.

Performs routine safety checks on light, heavy, and other related equipment.

Assists in the distribution, receiving, restocking, and inventory of parts and supplies.

Monitors and reviews service manuals and lubrication charts to insure properly serviced equipment.

Maintains records relating to individual workload.

Assists with the diagnosis and verification of equipment service problems.

Performs minor and major cleaning of equipment and parts including the use of solvents, steam cleaners, and other appropriate materials.

Performs valet and delivery service for various pieces of equipment.

Assists equipment mechanics with minor and major repairs and maintenance as required.

Performs maintenance and janitorial services in the shop and service areas.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Power Tools	Vehicle(s)
------------	-------------	------------

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class C State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Non-mechanical service and lubricating procedures and methods.

Basic mechanical parts of light and heavy equipment.

Recordkeeping, report preparation, filing methods and records management techniques.

Safety requirements for light and heavy equipment and vehicle operation servicing.

Types, grades, and uses of automotive and heavy equipment fuels and lubricants.

Basic inventory control techniques.

Skill in:

Maintaining and performing minor repairs on a variety of light and heavy equipment.

Servicing and lubrication of light and heavy equipment including tire and tube repairs.

Preparing routine reports.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to perform non-mechanical servicing, refueling and lubricating duties.

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or bend, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to extreme heat, work near moving mechanical parts, outdoor weather conditions, wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The incumbent's working conditions are typically loud.

file: hvyeqste.32086

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.