

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

	Assistant
Job Title	<u>Equipment Technician</u>
Sch.& Grade	<u>CTL-8</u>
Class Code	<u>GB01</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet &amp; Equipment Services</u>

**PRIMARY PURPOSE:**

Serves as entry level mechanic performing skilled maintenance, diagnosis and repair work on motorized equipment.

**SUPERVISION:**

Under direct supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Assists in general overhaul and repair on assigned gasoline and diesel engines and powertrains.
2. Assists higher-level mechanics in repair of heavy equipment.
3. Performs preventive maintenance on assigned motorized equipment.
4. Prepares for daily operation of equipment by servicing fuel, checking fluid levels, filters, etc. and conducting safety checks.
5. Uses welding machine and cutting torches as required in the performance of assigned duties.
6. Assists in removing, repairing, or replacing pumps and pumping systems, generators and air compressors.
7. Assists in general overhauls and repairs of automatic and manual transmissions; assists in repair and adjustment of clutches.
8. Checks, maintains, and repairs frames and under carriages.
9. Assists in removing and repairing of shock absorbers and more complex suspension systems.
10. Reads and interprets technical repair manuals, schematics, and wiring diagrams.
11. Drives equipment and vehicles to diagnose or evaluate repairs needed.
12. Instructs equipment operators in the proper care and maintenance of equipment.
13. Uses and cares for hand and machine tools according to safety principles.

**IMPORTANT FUNCTIONS:**

1. Keeps records and prepares reports as required.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Methods and procedures involved in the maintenance and repair of gasoline and diesel powered vehicles and equipment; welding techniques; safety procedures pertinent to equipment repair.

**Abilities**

Detect and repair routine and minor defects in the operation of a variety of vehicles in a manner consistent with safety principles; utilize and maintain tools and test equipment used in the mechanics trade; follow oral and written instructions; read and understand technical manuals and manufacturing guidelines; maintain written records and prepare simple reports; communicate effectively both orally and in writing; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City's *stated mission and* philosophy; performs the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Minimum of two years motorized equipment repair work. Directly related education may be substituted for one year of the experience requirement. Education must be equivalent to one year of experience. Repair or service of ARFF vehicles or OSHKOSH maintenance school desirable if assigned to the Springfield/Branson Regional Airport.

**Physical Requirements**

Subject to periods of prolonged standing. Must possess ability to complete motorized equipment maintenance and repair which typically involves holding and gripping objects such as equipment, parts and tools; bending, squatting, and kneeling; twisting and turning torso; reaching over head; and working in awkward positions.

**Working Environment**

Both indoor and outdoor environment; exposure to extreme weather conditions; subject to: toxic fumes; health risks when working on equipment utilized for hauling trash and debris; electrical shock; mechanical hazards associated with motorized equipment; and hazardous chemicals and solvents. Must be able to work in a confined setting.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License; must obtain and maintain a Class "A" Commercial Driver's License (CDL) with tank/hazmat endorsements within the following guidelines: pass written portion of exam within 60 days of employment and skills test portion within 120 days of employment.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws; subject to emergency call-in; may be required to work week-ends, holidays and/or a variety of shifts.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 5188
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 3, 2002

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_