

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Equipment Technician</u>
Sch & Grade	<u>CTL-10</u>
Class Code	<u>GB02</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet &amp; Equipment Services</u>

**PRIMARY PURPOSE:**

Performs skilled maintenance, diagnosis, and repair work on specialized and complex motorized equipment.

**SUPERVISION:**

Under direct supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs general overhaul on assigned gasoline and diesel engines and powertrains.
2. Troubleshoots and repairs electrical systems, electronic ignition systems, hydraulic systems, cooling systems, and all brake systems including those with hydraulic parking brakes and brake drums and shoes on trucks equipped with air brake systems.
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. Removes, repairs, or replaces pumps and pumping systems, generators, and air compressors.
7. Performs general overhauls and repairs automatic and manual transmissions; repairs, replaces and adjusts clutches.
8. Checks, maintains, and repairs frames and under carriages.
9. Removes, repairs and/or replaces shock absorbers and more complex suspension systems.
10. Reads and interprets computer based and written technical repair manuals, schematics, and wiring diagrams.
11. Drives equipment and vehicles to diagnose or evaluate repairs.
12. Uses computer Fleet Software to log labor, record notes, track status, and review history

**IMPORTANT FUNCTIONS:**

1. Installs two-way radios, lights, or other safety equipment.
2. May supervise lower-graded employees and give them technical advice and assistance.
3. Keeps records and prepares reports as required.
4. Requisitions necessary parts and materials when appropriate.
5. Instructs equipment operators in proper care, operation, and maintenance of equipment as required.
6. Runs diagnostic test equipment and interprets results.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

The 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 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; effectively utilize computer software applications such as fleet management software, computerized repair manuals; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Three years experience in the repair of motorized equipment. Experience must be commensurate with mechanic specialty area required for current vacancy.

**Physical Requirements**

Must be able to hold and grip objects; bend, squat, and kneel; twist and turn torso; reach over head; and work in awkward positions. Subject to periods of prolonged standing. Must have ability to complete motorized equipment maintenance and repair. Must be able to operate a computer keyboard and mouse.

**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. For assignments in Public Works, must obtain and maintain a Class "A" Commercial Driver's License (CDL) with appropriate endorsements; assignments in Parks and Airport must obtain and maintain a Class "B" Commercial Driver's License (CDL) with airbrakes within the following guidelines: Pass written portion of exam within 60 days of employment and skills test portion within 120 days of employment. Assignments in Airport also require HAZMAT and Tanker endorsement with CDL; the written portion of exam must be passed within 60 days of employment. ASE certification required within probationary period for assignments in Public Works.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic testing required by applicable laws. For assignments in Airport, must pass a 10-year criminal history background check in accordance with Title 49, Code of Federal Regulations, Part 1542, and Airport Security, as required by the Transportation Security Administration. Must have standard mechanic tools for automotive and diesel equipment and toolbox. Subject to emergency call-in; may be required to work weekends, holidays and a variety of shifts.

<b>Last Revision:</b>	February 9, 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:** \_\_\_\_\_