

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Service Technician</u>
Sch & Grade	<u>CTL-5</u>
Class Code	<u>HB05</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Changes and fixes rubber tires on a variety of automotive and construction equipment; delivers fuel to city equipment; and performs routine service and maintenance on equipment.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Changes and repairs tires on conventional wheels or split rims for a variety of automotive and construction equipment.
2. Determines source of leak and method of repair for tubeless, tube type and fluid filled (calcium chloride, etc.) tires.
3. Operates fuel trucks to deliver and dispense fuel to various points throughout the City.
4. Drives, maneuvers and positions all types of vehicles and equipment in order to perform tire or service work.
5. Changes oil and oil filters, lubricates, checks fluid levels and fills as needed, replaces belts and hoses, etc. on a variety of vehicles and equipment.
6. Operates pneumatic tire changers to repair and install tires.
7. Utilizes a variety of hand and power tools such as air impact wrenches, lug wrenches, tire tools and hammers, hydraulic jacks, grease guns, box and open-end wrenches, etc.
8. Maintains simple records or logs for maintenance performed, time worked, mileage, fuel dispensed, etc. as required.
9. Loads, unloads, and maneuvers various size tires and materials such as oil, antifreeze, lubricants, etc. ranging from 1, 2, or 5 gallon containers to 55 gallon drums.
10. Reads and applies service manuals, maintenance schedules and instructions to complete preventive maintenance and repairs.
11. Observes and evaluates tires and equipment being serviced for condition, wear, potential problems, needed repairs, etc. and takes necessary action or reports to appropriate personnel.
12. Receives and transmits information over two-way radio communications equipment.
13. Washes and cleans vehicles, equipment, engines, parts, etc. using chemical solvents, high pressure water or steam cleaners.
14. Installs tire chains, equipment attachments such as snowplows, grader blades, sweeper brooms, etc. as required.
15. Utilizes appropriate safety equipment and procedures.

IMPORTANT FUNCTIONS:

1. Drives wreckers and tows vehicles to service sites as needed.
2. Cleans work area, garage, rest rooms and offices as required.
3. Keeps tools and equipment in proper care and working condition.
4. Performs duties of comparable or lower positions as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Procedures and equipment involved in the changing and repair of tires for automotive and construction equipment; methods, tools and equipment used in performing preventive maintenance, servicing, or minor repairs to automotive and construction equipment.

Abilities

Follow oral and written instructions; operate fuel trucks, maneuver automotive and construction equipment, and use hand and power tools in a manner consistent with safety principles; operate vehicles and equipment with both standard and automatic transmissions; maintain simple records, logs, etc.; read and apply service manuals, maintenance instructions, operating guidelines, etc.; operate two-way radio; communicate effectively verbally; 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

One year of experience in servicing automotive or construction equipment with oils and lubricants; performing minor mechanical repairs on automotive or construction equipment; installing and repairing tires; or any combination. Experience in both vehicle maintenance and mounting automotive or construction tires is preferred.

Physical Requirements

Performs bending, squatting, crawling, climbing, twisting, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects such as equipment and parts; subject to working in awkward positions and periods of prolonged standing.

Working Environment

Both indoors and outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with servicing equipment; subject to accidents from working in and around traffic; exposed to hazardous chemicals, safety and health hazards due to working on sludge trucks, construction and landfill equipment; subject to periods of extreme noise, poor lighting and ventilation, fumes, and odors.

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 endorsement within the following guidelines: pass written portion of exam within 60 days of employment and skills test portion within 120 days of employment. ASE certification is desirable.

Miscellaneous Requirements

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

Last Revision:	February 2012	GENERAL ORDINANCE NO. 5188
Comments:	Update abilities	Date: 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:** _____