



EQUIPMENT SERVICE ATTENDANT

Department: Planning and Public Works

Job Code: 567100

Pay Range: Maintenance/Trades 09

FLSA: Non-Exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed.

GENERAL FUNCTION: Employees in this classification are responsible for performing mechanical maintenance functions on a variety of motor vehicles and heavy equipment. Assignments are determined by reports from maintenance crews and supervisors, or an equipment technician, and may be given verbally or in writing.

ESSENTIAL FUNCTIONS:

- Service vehicles and equipment with gasoline and oil; maintain records of amounts used; inspect vehicle for worn or broken parts.
- Change oil and lubricate automobiles, trucks, and heavy automotive equipment.
- Discuss reports of damage or malfunction with operator; diagnose problems and perform maintenance on vehicles and equipment by replacing or repairing parts.
- Perform tune-ups, including changing spark plugs, adjusting carburetors, and setting engine timing.
- Inspect and adjust brakes and clutches as required.
- Perform maintenance welding as needed to repair equipment or fabricate parts.
- Maintain parts inventory; order parts to keep inventory stocked; maintain tire inventory.
- Complete work orders and reports as required for record-keeping.
- Establish and maintain effective working relationships with County employees and the general public.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

OTHER JOB FUNCTIONS:

- May respond to service calls and tow vehicles.
- May rebuild and/or repair brake systems and components as required.
- May operate a fuel truck.
- Perform building maintenance or security duties as required.
- Perform other related duties as assigned.

SUPERVISION EXERCISED AND RECEIVED: The Equipment Service Attendant does not supervise. Work is performed under general direction of the Equipment Supervisor or Equipment Technician Lead and is reviewed while in progress and upon completion to ensure compliance with instructions and safety requirements

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those employees encounter while performing the essential functions. Work is performed in a garage, maintenance shop or in the field at various job sites. Travel to work locations and job sites to respond to road crews in the field is required. Extended periods of standing, bending, lifting, or carrying parts and equipment are required. Work is subject to loud noises, hazardous fumes, oils, gases, diesel fuel, cleaning solvents or chemicals, and is subject to encounter inclement weather conditions and traffic. Use of proper safety gear is required (work boots, eye and ear protection, proper clothing, head gear and gloves).

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This classification requires finger dexterity to use and operate hand and power tools and equipment; use of hands and arms to operate, lift or carry parts or equipment; and use of eye sight in order to inspect and ensure proper operation of parts and equipment; bending, standing, stooping, and climbing into vehicles and equipment and/or cramped spaces for prolonged periods of time. Ability to lift parts and equipment weighing fifty pounds and drive to various shop sites or field locations is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Materials, methods, and equipment used in the repair and maintenance of vehicles and heavy equipment used for road maintenance.
- Safety standards, wear tolerances and applicable replacement criteria.

Skill in:

- Use of the appropriate tools and diagnostic equipment.

Ability to:

- Work under general instruction and make independent decisions regarding assigned tasks.
- Use and operate assigned tools and equipment skillfully and safely.
- Read and understand technical materials such as repair manuals, parts catalogs, safety specifications, and diesel specifications.
- Inspect vehicles and detect faulty, worn, or defective parts and other problems.
- Use a variety of hand and power tools, tire mounting machines and other equipment used in automotive repair and maintenance.
- Record detailed information and keep accurate records.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Establish and maintain effective working relationships with co-workers and the public.
- Bend, stoop, reach, climb, and twist while working on equipment; stand for long periods of time.
- Maintain regular, predictable, and punctual attendance during regular scheduled work hours at assigned site.
- Meet the travel requirements of the position.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the classification.

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MINIMUM REQUIREMENTS TO APPLY: Graduation from high school, vocational school, or equivalent and two or more years related experience or education in preventative maintenance and routine service work on a variety of gasoline and diesel equipment is required. Additional education or experience may substitute for the recruiting requirement.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of or the ability to obtain a valid Washington State Driver's license is required. Licensed as a Commercial Driver's License (CDL) endorsement is desired. Must provide own tool kit, consisting of standard, open end socket wrenches ½" drive to 1" size, pliers, screwdrivers and other hand tools. Satisfactory physical condition as determined by a County-approved physical examination is required.