

# EQUIPMENT ASSISTANT

## **JOB PURPOSE AND SUMMARY**

This position performs basic work in the servicing, lubrication, fueling, and preventative maintenance of County vehicles and equipment. The Equipment Repair Assistant works in the field (at the various County maintenance sheds) three or more hours per shift servicing vehicles and equipment. The remainder of the shift is spent at the County Shops. This is an entry level position requiring basic skills in vehicle and equipment servicing and maintenance

## **CLASSIFICATION DISTINCTIONS**

This is an entry level classification in the Equipment Services job family. The Equipment Repair Assistant reports to the Lead Mechanic. The Repair Assistant is distinguished from other positions in the Equipment Services job family by level of work required. Individuals assigned to this classification normally operate in a regular and recurring situation.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Performs and monitors a range of services including lubrication, oil changes, and fluid changes on variety of County vehicles and equipment.
- Services vehicles and equipment with fuel and oil. Keeps record of amounts used.
- Inspects cooling system for proper cooling and freeze protection. Repair leaks as needed.
- Carries out vehicle inspection and preventative checks and adjustments.
- Performs safety inspections on vehicles and equipment. Performs routine repair work and reports safety and other priority repair work to supervisor.
- Inspects and makes minor repairs and/or replaces electrical components including gauges, sending units, lights, batteries, and charging systems.
- Changes various filters including air, compressor, oil, fuel, hydraulic and water.
- Inspects and makes minor repairs to suspension, brake, hydraulic, and/or steering systems. Inspects and repairs exhaust systems, including mufflers and tailpipes.

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- Adjusts brakes, belts, and linkages for prolonged safety and use.
- Repairs and replaces tires, wheels, tubes, service batteries, light bulbs, fan belts, and other simple mechanical parts. Advises supervisor as to the need for additional maintenance supplies and tires.
- Ensures proper condition of all vehicle and equipment tires, mounting, repair, replacement, regrooving, inventory, and other duties directly related to tire condition. Mounts and dismounts chains.
- Performs engine steam cleaning and complete vehicle cleaning.
- Prepare and complete necessary reports and logs
- Assists other mechanics in the performance of mechanical repairs as required.
- Assists in the general maintenance and cleanliness of automotive shop area.
- Perform related duties and responsibility as required.

## **QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma or GED certification.
- One year of experience performing automotive service work is desirable.
- Must possess a valid driver's license and good driving record.
- Must possess or be able to obtain a Commercial Driver's License Class A with air brake and HAZMAT (Hazardous Materials) endorsement and passenger endorsement, within one month of hire.
- Successful passing of a pre employment drug and alcohol screen and subsequent random drug testing throughout the duration of employment in accordance with Federal law.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Knowledge of:** procedures of preventative maintenance related to automotive and construction equipment; lubricating systems and oils, greases, and attachment used in lubricating automotive and related equipment; basic electrical principles; repair characteristics of less complex components of automotive equipment; safe work practices.

**Ability to:** service automotive and heavy equipment according to County procedure; read and understand parts manual; assist in maintaining and updating vehicle history records; ensure accuracy and safety in the maintenance and operation of County vehicles and equipment; provide assistance to mechanics as directed; establish and maintain effective working relationships with those contacted in the course of work.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents typically perform physically demanding work involving bending, stooping, walking, standing, kneeling, twisting, and manipulation for extended periods of time; heavy lifting and carrying of shop equipment and materials; and working in varied weather conditions. Adverse conditions include frequent noise, occasional exposure to temperature extremes, industrial construction equipment, chemicals, and noxious odors/fumes. Must be able to lift and/or move 100 lbs.

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