

EQUIPMENT SERVICE ATTENDANT I

Position Code: 1410

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 342 (\$25,559 - \$39,972)

Location: Public Services

Approval Date: 2010

General Statement of Duties

Performs responsible semi-skilled work in servicing vehicles and equipment at the municipal garage.

Distinguishing Features of the Class

An employee in this class is responsible for servicing, replacing parts, minor repairs, and preventative maintenance on vehicles and equipment. The employee also performs some mechanical work. Work includes checking fluid levels, changing and replacing fluids, installing batteries, changing and repairing tires, fuses, fan belts and other parts, and keeping vehicles and work area clean. The employee is subject to hazards associated with mechanical repairs including working in both inside and outside environments, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, and oils. Work is performed under the regular supervision and is evaluated by observation and on the basis of operational efficiency of equipment serviced.

Duties and Responsibilities

Checks tire pressure and tread; rotates and changes tires.

Services vehicles by checking a variety of fluid levels, inspecting parts for wear; lubricates and changes oil.

Checks and installs batteries, fuses, brakes, and belts, lights, and air filters.

Replaces spark plugs, wire, etc.

Operates a variety of tools and equipment including air compressors, jacks, tire changers, gauges, and others.

Picks up parts from vendors.

Sweeps and cleans building; cleans parts.

Participates in the Town's safety program and adheres to safety procedures and policies of the department.

Assists with range operations

Performs related duties as assigned

Performs NC Inspection

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

General knowledge of the greasing and lubrication requirements of vehicles and equipment.

General knowledge of the occupational hazards and related safety precautions surrounding mechanical work.

Some knowledge of the less complex mechanical parts of automotive equipment including some knowledge of electrical systems.

Some knowledge of the methods and tools used in equipment repair work.

Skill in the use of mechanical tools and equipment employed in repair and servicing work.

Ability to drive a variety of motorized vehicles and equipment.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with other employees.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, assembly, and fabrication of parts.

Minimum Education and Experience

High School Diploma or GED and six months of experience in mechanical and/or electrical trade areas.

Special Requirement

Possession of a valid North Carolina Driver's License.