

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **EQUIPMENT SERVICE WORKER**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under direct supervision, to perform semi-skilled work in servicing automotive and other equipment, scheduling service maintenance for city vehicles as well as maintaining and tracking fleet parts, supplies, physical inventory and records; and to do related work as required.

KEY RESPONSIBILITIES:

Order, receive, stock and issue automotive and heavy equipment parts for a variety of city equipment including cars, trucks, fire engines, police cars and small equipment.

Operate an inventory storeroom; monitor and maintain fleet parts and supplies, physical inventory and records.

Provide customer service to various city departments and vehicle operators; research and document work order requests and provide timely communication regarding vehicle status.

Create and monitor preventative maintenance schedule for all city vehicles and equipment.

May perform lubrication and routine maintenance on automobiles, trucks and heavy construction equipment, as necessary.

May change and repair tires and install and service batteries, spark plugs, light bulbs, fan belts, brakes, and other simple mechanical parts, as necessary.

Service automotive equipment with gasoline and oil; keep records of amounts used; assist in general maintenance and cleanliness of automotive shop area.

Maintain basic maintenance and service records.

Observe safe working practices; maintain a clean and orderly work and shop area.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Procedures and practices relating to stockroom operations, inventory management, and quality control.

- Vehicle intake diagnostics, work order creation and preventative maintenance scheduling.
- Principles of good customer service for both internal and external customers.
- Lubrication systems and oils, greases and attachments used in automotive and related equipment.
- Basic use and care of tools, materials and equipment.
- Basic components of automotive equipment.
- Occupational hazards and standard safety precautions necessary in the work.

Ability to:

- Build and maintain positive relationships with co-workers, other city employees, and the public using principles of good customer service.
- Operate computer equipment and software applications related to assignment.
- Operate a city vehicle and forklift efficiently and safely while observing legal and defensive driving practices.
- Perform and learn basic maintenance and servicing of various motorized vehicles and equipment.
- Read, write and understand and carry out oral and written instructions.
- Maintain basic equipment, maintenance and service records on manual and computerized systems.
- Follow appropriate safety measures and standards during the course of work.
- Exercise independent judgment and initiative within established guidelines.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that could likely provide the required knowledge, skills and abilities described above is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of experience in automotive servicing work.

SPECIAL REQUIREMENTS:

Possession of a California Class C Driver's License and evidence of a satisfactory driving record.

May be required to work after hours and weekends.

PHYSICAL STANDARDS:

Incumbents in this class series must stand, bend, stoop and hold awkward body positions for long periods of time in order to inspect and repair a variety of equipment. Must possess sufficient strength and stamina to frequently lift, carry and manipulate objects, e.g., motors, equipment parts, tools, weighing up to 40 pounds with and without the aid of lifting devices.

The work environment is in a garage that is exposed to heat, cold, dirt, dust, exhaust fumes and other potentially toxic materials. Incumbents must periodically pick-up, deliver, and test drive equipment as a part of the essential duties of their jobs. They are exposed to outdoor weather conditions during the course of work.

DATE APPROVED: June 30, 2015