

EQUIPMENT MAINTENANCE SPECIALIST

PURPOSE: Perform the necessary tasks to maintain and repair City-owned vehicles and equipment.

FUNCTIONS:

1. Inspect and maintain gas- and diesel-powered automotive, construction, and motorized stationary equipment.
 - * A. Inspect and operate vehicles and equipment to determine necessity, complexity, and completion of repair work.
 - * B. Determine and perform routine maintenance on vehicles and equipment in accordance with maintenance schedules.
 - * C. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
 - * D. Diagnose and repair malfunctions in vehicles and equipment.
 - * E. Perform repair work on vehicle bodies, interiors, and related instruments and equipment.
 - * F. Perform emergency road repairs as necessary.
 - * G. Assist in the overhaul of engines, transmissions, differentials, hydraulic systems, steering mechanisms, and suspension systems.
 - * H. Remove and/or replace engines, transmissions, plows, and other major components and accessories used with vehicles and equipment.
 - * I. Maintain all required records.

MINIMUM QUALIFICATIONS

1. EDUCATION AND EXPERIENCE:

- † A. Two years of verifiable experience maintaining and repairing a variety of vehicles, equipment, and auxiliary components; a vocational degree in an appropriate discipline may be substituted for one year of that experience.
- † B. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

2. KNOWLEDGE:

- † A. Knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
- † B. Knowledge of all applicable safety standards and procedures.
- † C. Knowledge of Minnesota driving laws.

3. SKILLS:

- † A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- † B. Skill in performing routine maintenance on vehicles and equipment.
- † C. Skill in performing repair work on vehicles and equipment.
- † D. Skill in disassembling and assembling vehicles, equipment, and system components.
- † E. Skill in the use of hand and power tools.

4. ABILITIES:

- † A. Ability to read and interpret technical manuals.
- † B. Ability to record information concerning vehicles and equipment using the appropriate system or form.
- C. Ability to use computerized diagnostic and repair equipment.
- † D. Ability to attend work on a regularly scheduled basis and to work shifts and overtime as necessary.
- † E. Ability to acquire increasingly complex mechanical and repair skills.
- † F. Ability to work outside year around in inclement weather.
- † G. Ability to establish and maintain effective working relationships with coworkers.
- † H. Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if required.
- † I. Ability to perform HEAVY work (lifting 100 pounds maximum and/or frequently lifting and/or carrying objects weighing up to 50 pounds).

*Essential functions of the classification.

†Job requirements necessary on the first day of employment.

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