

## **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.

HR: CT	Union: Basic	EEOC: Skilled Craft Workers	CSB: 20020722	Class No: 4430
WC: 5506	Pay: 25	EEOF: St/Highways	CC: 20020812	Resolution: 02-0506R