



## EQUIPMENT SERVICE TECHNICIAN

**AGENCY/DEPARTMENT:**  
Public Works/Equipment Services

Approved By HR Director: Linda Matthews  
Date Approved: 01/03/2005  
Date of Last Revision: 10/30/2003

Reports to: Lead Mechanic  
Supervises: N/A  
Conflict of Interest Code Filer: No

**JOB SUMMARY:** Under close supervision, performs vehicle inspections, maintenance, and repair work on City automobiles, light duty trucks, and light field equipment; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists in performing vehicle inspections on brakes, instrumentation, emission control devices and cooling systems.
2. Performs preventative maintenance on gas and diesel engines and transmissions.
3. Assists in repairing front suspension systems, including bushings, king pins, tie rods and ball joints.
4. Maintains repair order records indicating tasks, hours expended, and cost of parts.
5. Cleans and maintains work areas.
6. Assists Mechanic and Lead Mechanic in performing more difficult repairs.
7. May drive service vehicles and field equipment into and out of the service bays for maintenance work and to perform road tests.
8. Services tires on all City vehicles.
9. Responsible for vehicle wash rack maintenance.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Two years of repair and maintenance involving automobiles and light duty vehicles and equipment.

#### KNOWLEDGE OF:

- Operating principles of gasoline and diesel engines, and fuel injection systems.
- Mechanical tune-up and general repair and maintenance procedures and techniques.
- Preventative vehicle maintenance procedures.
- Safety rules and precautions governing the operation and use of tools, vehicles and equipment, and proper maintenance procedures within employee work areas.
- Basic gas and arc welding techniques.

#### ABILITY TO:

- Skillfully use work-related equipment and tools including hydraulic and air jacks, tire mounting machine, brake lathe, steam cleaner, brake lining equipment, electronic diagnostics equipment, and measuring devices.
- Operate a variety of hand and power tools and equipment, such as tire changing equipment, grinding equipment, air impact guns and wrench sets, and air conditioning recycling equipment.
- Maintain and inspect automobiles, light and heavy duty vehicles, and equipment.
- Understand and follow oral or written instructions and safety rules and procedures.

- Communicate and work cooperatively with co-workers, supervisors, and departmental representatives.
  - Accurately complete basic work service records and time reports.
  - Provide own work tools to perform job assignments.
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**LICENSES:**

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.
- Obtain valid Class A CA drivers license within six months of appointment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

- May be required to work flexible shifts and hours.

**DESIRABLE:**

- Possession of or ability to obtain Air Conditioning Freon Recycling Certificate within six months of appointment.
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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:** Yes

**Job Family:** Equipment Services - Trades

**Career Progression:**