

## **EQUIPMENT SERVICE WORKER**

### **Purpose Statement**

The job of Equipment Service Worker was established for the purpose/s of under the direction of the Vehicle/Equipment Mechanic Lead, lubricating and servicing buses, automobiles and other motorized equipment; performing light vehicle repair duties; driving a school bus as required.

This job reports to Supervisor - Equipment Maintenance

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### **Essential Functions**

- Adjusts parts, components, systems, etc. for the purpose of ensuring safety and proper functioning of equipment.
- Assists mechanics and/or service workers as needed for the purpose of completing difficult tasks and responding to coworkers requests.
- Assists mechanics, under their direction and instruction for the purpose of pulling and cleaning engines and other automotive equipment and parts, and performing light repair work on carburetors, brakes and other mechanical systems.
- Attends safety meetings, in-service meetings for the purpose of ensuring the job is done in a safe manner.
- Checks fluid levels, tire pressures and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.) for the purpose of identifying possible leaks and needed repairs, adjustments or replacements to maintain vehicles in good working order.
- Documents work activity for the purpose of ensuring quality control and audit trail.
- Drives vehicles and equipment for the purpose of ensuring safety and proper functioning of vehicles.
- Fuels district vehicles for the purpose of ensuring they are ready to go on the next assignment.
- Maintains shop area, shop personnel, tools/equipment for the purpose of providing usable tools, equipment and work areas.
- Operates hand and power tools in a safe manner for the purpose of completing assigned duties.
- Performs preventive maintenance and servicing of vehicles (e.g. oil changes, changing, repairing and balancing tires, greasing vehicles, following preventative maintenance schedules, tuning and adjusting engines, safety checks, tire mounting and rotation, etc.) for the purpose of ensuring safety and proper functioning of vehicles/equipment.
- Replaces parts, components, and systems for the purpose of ensuring safety and proper functioning of vehicles/equipment.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles/heavy equipment; methods of storage and removal of hazardous materials; provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 15% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_