

# KENT COUNTY ROAD COMMISSION

## Job Description

### **TITLE: EQUIPMENT SPECIALIST II**

*This position classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.*

#### **General Summary**

Under the supervision of the Director of Buildings and Equipment, a Foreman and/or the lead of a Equipment Specialist III, performs a wide range of minor repairs, maintenance and fabrication activities on Road Commission fleet and equipment. Activities may include diagnosing, troubleshooting and repairing malfunctions, and performing regular service of the fleet with fuels, lubricants and tires, including yearly and seasonal maintenance.

#### **Typical Duties**

1. Receives prioritized work schedules for equipment or vehicle repairs and maintenance.
2. Performs routine preventative maintenance and inspections; makes corrective repairs on the functional parts of County automotive and mechanical equipment when necessary.
3. Performs routine maintenance activities, such as tune-ups, brake adjustments, wheel alignments, tightening of bolts and screws, checking of fluids and batteries, and the lubrication of moving parts.
4. Replaces worn tires, shock absorbers and springs.
5. Inspects malfunctioning equipment; identifies abnormal conditions by using electronic diagnosing equipment, troubleshooting charts, service manuals and previous knowledge and experience.
6. Repairs or replaces parts and equipment such as clutches, starters, alternators, carburetors, steering components and vacuum, oil and water pumps.
7. Maintains, repairs, and rebuilds small equipment such as tractors, power mowers, chain saws, etc.
8. Operates a variety of equipment or vehicles; checks or test drives to verify work was performed properly and running conditions restored.
9. Disassembles, overhauls, and reassembles internal combustion engines that have worn internal parts or when burning oil.
10. Removes and repairs/rebuilds transmissions and differential assemblies.
11. Maintains accurate records of time and materials used on each job for use in divisional records.
12. Completes equipment repair orders in an effort to keep record of parts, labor and lubrication service on each vehicle serviced.
13. Attends regular training sessions.
14. Takes reasonable safety precautions on all jobs.
15. Patches holes, removes trees and performs emergency repairs to streets and roads when needed.
16. Takes phone calls from the public and from police agencies; records all calls, and relays messages to the appropriate personnel.
17. Performs other duties in a training capacity or as workloads, temporary absences or emergencies dictate.
18. Performs duties on a variety of surfaces - dry and level, steep, uneven and slippery. Climbs ladders or uses scaffolding to access work areas. Repetitively bends, twists, turns, stoops, stands or sits with high and varying frequency or duration.
19. Manually, and sometimes alone, lifts and carries 100 lbs. or more (e.g. chains, pumps, mounted tires, salvage parts, inventory, materials and equipment).
20. Performs work while exposed to a variety of particles, fumes, and gases, such as vehicle and equipment exhaust, cleaning solvents, gasoline and lubricants.
21. Performs other related duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

#### **Employment Qualifications**

**Education:** Possession of a high school diploma or equivalent, with one year of vocational / technical training in diesel engines and / or off-road equipment.

**Experience:** Three years of progressively more responsible mechanical maintenance experience.

**Other Requirements:** Possession of a valid Michigan Class A Commercial Driver's License (CDL) with an "N" (Tank) endorsement and successful completion of a physical examination and substance abuse testing.

*The qualifications listed above are guidelines. Other combinations of education and experience that provide the necessary knowledge, skills and abilities to perform the job are considered.*

Updated 8/10/01