

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Equipment Service Worker	Reports To:	Equipment Mechanic Supervisor
Salary Range:	<a href="#">A53</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Field</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To perform basic servicing of District automotive and light and heavy equipment; and to assist Equipment Mechanics in maintenance and repair work.

### **Supervision Received and Exercised**

Receives immediate supervision from the Equipment Mechanic Supervisor.

### **Essential Function Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assist Equipment Mechanics with the more routine maintenance and repair of District automotive and light and heavy equipment.
2. Grease and lubricate automobiles and light and heavy equipment.
3. Perform routine repair work and report safety issues and repair needs.
4. Change and repair tires; install and service batteries, spark plugs, light bulbs, fan belts and other simple mechanical parts.
5. Keep and maintain records of work performed.
6. Perform service calls and make temporary repairs; pick up and deliver materials and supplies.
7. Clean vehicles and equipment.
8. Maintain the order and cleanliness of the equipment maintenance shop area.
9. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
10. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Basic components of automotive equipment, including the workings of engines, electrical systems, chassis, brakes, cooling systems, and transmissions.
- Materials, tools, equipment and procedures used in the proper servicing of automotive equipment.
- Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

- Principles and practices of effective customer service.

Ability to:

- Perform basic servicing of District automotive and light and heavy equipment.
- Read and interpret labels and other written materials.
- Use and maintain a variety of hand and power tools.
- Learn to keep and update records related to work performed.
- Learn to operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year of experience in automotive servicing work is desirable.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

Possession of certification as a forklift operator within one year of appointment.

**Working Conditions**

Environmental Conditions:

Work is performed in a shop environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy

equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations and maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; explain job to other employees; handle conflict.