

PUBLIC WORKS - EQUIPMENT MAINTENANCE WORKER

NATURE OF WORK

The position of this class is responsible for routine maintenance and minor vehicle malfunctions. Work also involves maintaining a preventative maintenance schedule for all vehicles and equipment, ordering and inventorying of parts and equipment, assembling equipment and materials, and operating all shop equipment. Work is performed under the administrative direction of the Public Works Director. Public Works Director, Mayor, & City Council routinely reviews work performed for the effective and efficient functioning of the shop and the quality of mechanical repair provided to the City.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Diagnoses problems with Public Works Department's mechanical equipment to determine needs for repairs.
- Schedules the maintenance and repair of equipment and machinery; recommends on new or replacement equipment; maintains work and equipment records
- Assembles tools, parts, and other equipment. Reviews garage work for adherence to policies and standards.
- Supervises and/or performs tune-ups; does minor repair and preventative maintenance equipment.
- Orders replacement parts for work performed in the shop
- Orders and maintains garage tools and equipment.
- Prepares records and reports on work performed
- Performs related work as assigned.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Some knowledge of standard garage operational methods, practices, and techniques.
- Some knowledge of the operation, maintenance, and repair of maintenance equipment.
- Ability to organize the work of outsourced mechanics and other service workers to obtain efficient results from their efforts.
- Ability to demonstrate and explain the operation and maintenance of all assigned pieces of equipment.
- Ability to establish and maintain effective working relationships with employees, the public and other city departments.
- Skill in the use of tools, and in the operation and use of shop machines and equipment.

TRAINING AND EXPERIENCE REQUIREMENTS

High School Diploma or GED required and one year of experience performing manual maintenance tasks which provided familiarity with the tools and equipment required by the position; or substituting course work or training in maintenance for the experience. Ability to read and write. Possession of a Class E Louisiana driver's license, prior to appointment. Must be a registered voter.