

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Equipment Service Worker

Class Code: 80412

Pay Grade: GD

A. Purpose:

Performs preventive maintenance on vehicles and equipment to maintain them in safe operating condition.

B. Distinguishing Feature:

Equipment Service Workers perform preventive maintenance on vehicles and equipment. Equipment Mechanics install and repair mechanical systems and perform preventive maintenance on vehicles and equipment.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs minor preventive maintenance and inspection to troubleshoot mechanical systems and eliminate problems.
 - a. Completes chassis lubrication.
 - b. Changes oil and filter.
 - c. Looks over the tires and checks air pressure.
 - d. Looks over radiator and hoses for leaks and breaks.
 - e. Checks and replaces belts.
 - f. Checks air filter.
 - g. Measures fluid levels.
 - h. Opens and closes work orders.
2. Performs major preventive maintenance and inspection to evaluate and replace system components.
 - a. Cleans or replaces spark plugs, cleans battery terminals, replaces fuel filters.
 - b. Replaces brake pads.
 - c. Checks wheel bearings.
 - d. Looks over exhaust system, changes truck mufflers and tail pipes.
 - e. Replaces windshield wipers, light bulbs, door handles, etc.
 - f. Repairs and mounts tires.
 - g. Gets parts from the parts room or requests them from Equipment Shop Foreman.
3. Performs facility maintenance and support to assist the shop foreman.
 - a. Opens and closes the shop, turns off lights, locks the doors.
 - b. Cleans the shop area.
 - c. Disposes of waste materials in appropriate containers.
 - d. Picks up and delivers supplies and mail.
 - e. Maintains the shop grounds, mows grass, shovels snow.
4. Performs record-keeping duties to comply with procedural guidelines.
 - a. Records work on time sheets with applicable work and equipment codes.
 - b. Keeps records of work done to provide information from which supervisor updates computer files.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Equipment Shop Foreman. Does not supervise.

E. Challenges and Problems:

Challenged to keep up with scheduled preventive maintenance. This is difficult because of the large number and variety of vehicles involved and the multiple agencies that own them. Problems encountered include changing and repairing tires on large vehicles, and working in areas where rust and dirt make components hard to reach and remove.

F. Decision-making Authority:

Decisions include the priority of assigned daily work; when to tell the shop foreman about needed repairs; and when preventive maintenance checklist parts need to be replaced.

Decisions referred include work assignments and whether to make repairs.

G. Contact with Others:

Daily contact with other local and state agencies to pick up and deliver supplies and mail.

H. Working Conditions:

Equipment Service Workers lift and work with tires from large equipment, work around pressurized tire repair tools, are exposed to fumes, handle petroleum products and waste, work in confined spaces, and work outdoors in inclement weather.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- automotive preventive maintenance methods;
- mechanics' tools and their uses;
- safety practices for lifting and handling heavy and awkward items;
- basic facility and grounds maintenance procedures;
- record keeping.

Ability to:

- follow a preventive maintenance checklist;
- prioritize assigned work;
- read, understand, and follow instructions;
- use tools and operate equipment necessary to perform preventive maintenance;
- work outdoors.