



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Equipment Maintenance Worker	<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Field Operations Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	March 2025	<b>APPROVED DATE:</b>	March 19, 2026
<b>REVISION DATE:</b>	N/A		

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### **SUMMARY**

Under general supervision, performs a variety of basic technical and mechanical maintenance tasks on gasoline and diesel powered automotive, truck, tractor, off-road equipment and other power-driven equipment, including but not limited to, basic inspections, diagnosis, maintenance and repair work on automotive, landscaping, and other small engine equipment. Conducts basic heavy equipment servicing, maintenance, and lubrication.

**Essential Job Functions:** Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.

#### Equipment Maintenance Worker:

- Perform basic automotive servicing and maintenance work, such as engine tune-ups and oil changes.
- Perform basic heavy equipment servicing such as oil changes, filter replacement, and hose changes.
- Clean and wash vehicles and equipment, keep work areas clean and orderly.
- Apply principles, methods, materials, equipment, procedures, and practices used in automotive, and power-driven equipment maintenance and repair.
- Inspect automotive, truck, tractor, heavy equipment and other power-driven equipment to determine preventative maintenance needs.
- Lubricate automotive, transfer trucks, off-road equipment and power-driven equipment using air pressure and hand lubrication tools.
- Change, repair, and inflate tires, drain, and refill crankcase and gear boxes with lubricant.
- Learn and apply the fundamentals of basic DC electricity.
- Test batteries, replace light bulbs, fuses, and lubricant fittings.
- Learn and perform inspection methods and location of mechanical and electrical defects on automotive equipment, and power-driven equipment.
- Learn to repair and replace components including generators, distributors, relays, and lights.
- Diagnose minor mechanical and electrical problems and determine corrective procedures.
- Learn and perform specialized repair work on diesel engines and powertrain systems.
- Maintain part inventory and pick up or deliver parts as needed.
- Read and write at the level required for successful job performance.
- Assists mechanics with electrical systems such as replacing batteries, starters, and lights.

- Test drives vehicles to ensure repairs are completed properly.
- Maintains inventory of replacement parts and equipment.
- Updates maintenance and repair logs for vehicles.
- Performs other related duties as assigned.

### **WORKING CONDITIONS**

Position requires sitting, walking on level and slippery, uneven surfaces, reaching, twisting, kneeling, bending, stooping, crouching, climbing, balancing and making repetitive hand and foot movement in the performance of daily duties. The position also requires talking, hearing, and both near and far vision including the ability to distinguish colors and perceive depth. The need for finger dexterity and to grasp, lift, carry, pull and push tools, equipment and supplies weighing up to 65 pounds, or heavier utilizing proper equipment, is also required. This position works indoors and outdoors, may be subjected to vibration and may work in environments with constant noise. The use of chemicals such as solvents, lubricants, grease and oils may expose the employee to fumes, dust, air and skin contaminants: the work may necessitate wearing protective gear such as latex gloves. The nature of the work may also require the use of power and noise producing tools and equipment and drive motorized vehicles. May work around machinery with moving parts or around moving vehicles or objects. Additionally, off-site travel and/or attendance at multi-day off-site training sessions may be required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid California "C" driver's license is required, Class A desirable.

### **OTHER REQUIREMENTS**

A valid class "C" California driver's license is required. Must report any changes in status of driver's license. Must be willing to work early morning, evening, holiday and weekend shifts. Must be willing to work with exposure to disagreeable and potentially hazardous substances.

### **EDUCATION AND EXPERIENCE**

The minimum qualifications for education and experience are the following:

- High school diploma or general education degree (GED) is required,
- Three (3) years' experience in mechanical maintenance or repair in a similar environment requiring similar skills as required by the equipment maintenance worker specifications.

### **KNOWLEDGE AND SKILLS:**

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

- Methods, tools, equipment, and materials used in maintenance and repair of automotive, landscaping, and power-driven equipment.
- Automotive servicing and maintenance work.
- Practices used in automotive, small engines, and power-driven equipment maintenance and repair.

- Basic welding and proper use of Oxy-Acetylene torch.
- Theory and operation of internal combustion engines and powertrain components.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.

**SKILL IN AND ABILITY TO:**

- Perform preventive maintenance and repairs on motorized and stationary equipment, including gas- and diesel-powered engines.
- Maintain productivity and focus on assigned tasks, with and without supervision, performing work in a timely and efficient manner.
- Understand and comply with safety policies and procedures.
- Understand and carry out oral/written directions and accept constructive criticism.
- Cooperate with other employees and promote team harmony and effectiveness.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule; adjust working hours to include early evenings and/or Weekends if necessary.
- Conduct vehicle safety inspections.
- Estimate time and materials needed for work
- Keep records and logs
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Communicate effectively with peers, subordinates, supervisors from other departments and the public

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Language Skills***

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers and other employees of the organizations. Bilingual in Spanish is desirable.

***Mathematical Skills***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

***Reasoning Skills***

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats, including reports, letters, memos, emails, etc.

### ***Cost Consciousness***

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively, to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals.

Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

### ***Functional Expertise***

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

**OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Frequently stand and walk; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for short/long distances and on uneven surfaces; lift and move objects weighing up to 65 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date