

## PREVENTATIVE MAINTENANCE TECHNICIAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Preventative Maintenance Technician is responsible for performing preventative maintenance tasks on automobiles, trucks, and other motorized equipment. Work includes the following: steam cleaning equipment; changing oil and filters; changing and repairing tires; lubricating chassis; and inspecting and diagnosing routine automotive service and replacement needs. This class is also responsible for performing related duties as required.

**Distinguishing Features:** The Preventative Maintenance Technician is primarily responsible for the routine maintenance and servicing of motorized equipment. Employees are required to use appropriate safety equipment and procedures in performing work assignments. Employees in this class may be assigned to work a shift, which includes nights, weekends, and holidays. A Preventative Maintenance Technician receives supervision from a Shop Foreman or Shop Supervisor, who reviews work through spot-check observation, conferences, and occasional reviews of final work products. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to two years experience in servicing and/or repairing motorized equipment.

**Special Requirements.** Must provide own hand tools and rollaway box. Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. Certain positions within this class are subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (by assignment).

**Preferred/Desirable Qualifications.** The following Automotive Service Excellence (ASE) certifications are preferred: Preventative Maintenance Inspection T-8.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with coworkers, management, and other City employees in order to understand work assignments and relay the completed work process. Prepares work orders and maintains written records of work performed and equipment repair status.

**Manual/Physical:** Performs thorough inspections and preventative maintenance on a wide variety of vehicles and equipment in accordance with manufacturer's recommendations and/or City procedures. Identifies potential problems and maintenance requirements and makes minor adjustments/repairs to return systems/components to specifications. Operates vehicles and equipment requiring a standard Arizona Driver's License to road test equipment. Operates power-driven machinery such as electrical

drills, pneumatic-powered wrenches, etc. Uses common tools and equipment in servicing vehicles and motorized equipment. Lubricates automotive equipment and replacement parts. Utilizes an emission analyzer in performing emissions testing on gas or diesel engines. Inspects vehicle frames, crossmembers, and other parts for cracks and damage. Checks and adjusts brakes and clutches and changes filters. Replaces positive crankcase ventilation (PCV) valves and wheel seals. Changes and inspects fuel, oil, transmission fluid, and water levels. Distinguishes colors to interpret electrical circuitry. Moves heavy (up to 100 pounds with aid to assist) parts and equipment. Cleans work area and equipment using cleaning fluids and agents. Works in small, cramped areas and at heights greater than ten feet in repairing certain vehicles. Works in a variety of weather conditions while repairing vehicles and performing safety checks in the field.

**Mental:** Analyzes routine mechanical problems. Diagnoses routine automotive service and replacement needs. Comprehends and makes inferences from written and graphically printed material such as service manuals, schematics, lube charts, etc. Learns job-related material regarding the care, service, maintenance, and repair of motorized equipment and vehicles through on-the-job training and in classroom settings.

**Knowledge/Skills/Abilities:**

Knowledge of:

motorized equipment preventative maintenance inspection methods;  
the standard tools, materials, and methods of the mechanical trade;  
the principles of the internal combustion engine; and  
the state requirements associated with vehicle emissions testing of gas or diesel engines.

Skill in:

the use and care of tools and equipment associated with the servicing of vehicles and motorized equipment; and  
utilizing an emission analyzer in performing emissions testing on gas or diesel engines.

Ability to:

identify, analyze, and repair routine mechanical problems;  
maintain records of work performed;  
carry out verbal and written instructions;  
perform all the physical requirements of the class;  
meet scheduling and attendance requirements; and  
establish and maintain effective working relationships with coworkers, management, and user departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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Revised to Update Industrial Code 1/15

PK/pa/fl

CS3629.DOCX

PAY GRADE: 38

EEO-S/M

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-Yes (by assignment) CDL-Yes (by assignment)

RESP-None

IND-8380

JOB FCTN-MEC

SWORN-No

INCREMENTS 81-200