

Equipment Service / Parts Room Technician Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: Blue Collar Grade 11
Approved: 06/27/11 Reclass, 10/25/16 Reclass
Revised: 10/16
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a GED **AND** graduation from a technical automotive or heavy equipment repair school; **OR**
- (b) Graduation from high school or possession of a GED **AND** two years experience in an automobile shop performing parts sales, parts inventory management, performing lubrication/maintenance or assisting in the repair of automotive or heavy equipment; **OR**
- (c) Any combination of education, training and experience equal to or greater than that specified in (a) or (b) above.

SPECIAL REQUIREMENTS:

Must possess a valid New State Drivers License Class A or B with tank and Air Brake Endorsements at the time of application and maintain such license for the duration of employment.

Must possess NYS Class 1 and 2 Inspectors license within one year of permanent appointment and maintain such license for duration of employment.

Must possess NYS Underground Storage Tank System Operators License Class A and B within one year of permanent appointment and maintain such license for duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position will be responsible for maintaining parts inventory and foreseeing special parts needed to fulfill the future needs of the Highway Department. The incumbent will also maintain the county bulk fuel system in accordance with state and federal standards. Considerable autonomy, independent and initiative are necessary to keep the parts room, fuel systems and shop running efficiently. The incumbent will be responsible for dealing directly with vendors to get the best possible prices. The incumbent will have to drive long distances out of the county in a timely manner to retrieve parts that are needed for emergency repairs. The incumbent uses county purchasing practices for quotes, bids and service contracts. An incumbent will also service and repair public works vehicles and equipment up to journey level mechanical duties as needed. The incumbent works with mechanics to retrieve technical information from online and paper service manuals. Incumbent also schedules outside vendors to repair building systems not related to the Facilities Department. The work is performed under general supervision of Senior Heavy Equipment Mechanic and Senior Crew Supervisor. Supervision of others is not a significant factor of this job. The employee will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintain the inventory of parts room and parts storage areas;
- Updates parts inventories to coincide with current fleet;
- Interacts with vendors to determine best sources and best cost of parts and supplies;
- Interacts with vendors to schedule service work on building;
- Inputs parts and repair data using various computer programs;
- Uses online programs to help mechanics diagnose and repair heavy equipment and automobiles;
- Issues tools parts supplies and personal protective equipment to highway staff;
- Stays abreast and researches new tools and methods for mechanical repairs and discusses findings with appropriate personal;
- Maintains and repairs shop tools and equipment;
- Maintains and repairs building equipment i.e., air compressors, pressure washer and overhead doors;

- Services and repairs public works vehicles and equipment up to journey level heavy equipment mechanic as needed;
- Maintains fuel system and fuel inventory to latest DEC standards.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working Knowledge of the tools and equipment used in motor vehicle and heavy equipment repair.
- Working knowledge of the tools and equipment used in air compressor, pressure washer and overhead door repair.
- Working knowledge of underground bulk fuel storage and DEC regulations pertaining to underground fuel storage
- Ability to plan and manage an inventory of heavy and automotive parts and supplies
- Ability to use computerized parts and repair programs.
- Ability to use internet to find parts and diagnose equipment repairs
- Ability to perform tasks that require a considerable amount of visual effort, such as keyboarding, intensive reading of parts catalogs and owner's manuals
- Ability to read and interpret complex parts diagrams and communicates to vendors what is needed.
- Ability to operate required machines, tools, instruments and equipment that require considerable precision, manual dexterity, knowledge of use and skill
- Ability to independently inspect and service highway equipment
- Ability to answer phone, take messages and relay those messages to appropriate personal.
- Ability to work with difficult people in a professional manner
- Ability to meet deadlines when procuring parts and generating reports
- Willingness to work outdoors
- Willingness to tolerate odors, dirt, exposure to solvents, oils, work in all kinds of weather conditions.
- Willingness to respond to emergency work

ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL:

Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

Physical: The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she may assist others in pushing or pulling up to 700 pounds (with mechanical or human assistance), lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, computer keyboards and to repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job.

Environmental: He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°). He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

Mental: The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others.

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