

## Job Description

Job Title: **Equipment Services Technician, Lead**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **October 2016**

Job Code: **060224**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G26**  
 Work Year: **12 months**

**SUMMARY:** Perform preventative and corrective maintenance and inspections of all off road, gas, diesel or electric powered facilities maintenance equipment. Transport equipment and fuel to and from the schools and other facilities. Demonstrate proper and safe use of equipment to users. Repair and maintain all custodial, parks and grounds equipment. Oversee daily operations of the equipment services staff, working in collaboration with fleet manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for management of equipment service employees. Duties include supervision, scheduling, leave time approval, training, employee development, input into evaluations, goal setting and performance review in collaboration with the fleet manager & director. Make recommendations on district equipment maintenance program to include planning/assigned work, inspecting completed work, maintaining compliance with safety and governmental standards. Oversee, analyze and maintain the preventative maintenance program to minimize equipment failures and protect district assets.	D	40%
2. Performs preventative and corrective maintenance and inspections of all off road, gas, diesel or electric powered facility maintenance equipment including, but not limited to, custodial, parks and grounds equipment. Fabricate or repair with all types of metal working and welding equipment, including minor body repairs. Responsible for performing all assigned repair tasks in a timely manner to reduce downtime. Manage the fleet maintenance database for analysis and monitoring of all maintenance, parts inventory, and associated costs.	D	25%
3. Work in collaboration with the fleet manager to support continuous growth through the implementation of staff development and training programs. Monitor and update all technician licenses, certifications and registrations. Develop and provide training opportunities for equipment service personnel to increase efficiency and keep current with new technology and methods. Assist fleet manager with regular shop safety meetings. Promote communication and collaborative processes that result in improvement in quality and quantity of department programs and customer services.	D	20%
4. Collaborate with the director and fleet manager to develop usage based equipment specifications and coordinate the purchase of equipment and supplies. Evaluate and maintain warranty compliance to ensure maximum reimbursement and avoid unnecessary expenses. Negotiate with and monitor vendors for outsourced services. Assist with compliance with federal, state, city, county, Board of Education and Superintendent Policies.	D	10%
5. Transport equipment and fuel to and from schools and other facilities in a safe manner; maintain fuel record keeping. Responsible for parts identification; collaborate with parts personnel for ordering. Identify and correct unsafe conditions and practices on an as needed basis. Inspect, test and verify all guards, witches and other safety related equipment to assure safe operations. Document and notify supervisors of damage, abuse and negligent use of equipment. Properly use and maintain shop area, tools and equipment.	D	3%
6. Perform other job-related duties as assigned to include responding to after-hour emergencies.	ongoing	2%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE**

- High School Diploma or equivalent.
- Minimum five (5) years of experience in off road, gas, diesel or electric powered facilities maintenance equipment repair and/or small engine repair.

- Additional education in an automotive technician program and/or small engine/equipment repair program preferred.
- Supervisory experience preferred.
- Must successfully complete current district training for supervision of classified staff within 1 year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must meet district standards for insurability.
- Valid Colorado driver license.
- Current EETC (Equipment and Engine Training Council) Master Technician Certification or ASE Master Automotive Certification.
- Registered as an EETC proctor to administer the EECT Certification exams.
- Ability to successfully complete a pre-hire, post-offer physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent oral and written communication skills. Ability to draft and produce letters, emails, reports, and operational manuals/handbooks.
- Ability to create an environment for excellence that models honesty and integrity; fosters self-motivation and enables and entrusts others to perform at their best.
- Knowledge of State and Federal laws and regulations as they apply to facility maintenance equipment.
- Basic math and computer skills.
- Knowledge of repairing and the ability to operate equipment such as tractors, mowers, construction equipment, floor care machines, trucks & trailers, used in the district following all safety guidelines.
- Knowledge of hydraulics, electrical components, including fuel pressure testing equipment.
- Advanced mechanical and trouble shooting ability for diagnosis and repair of all district facilities and maintenance equipment.
- Parts and equipment manual/schematic knowledge.
- Ability to fabricate or repair with all types of metal working and welding equipment, including minor body repairs.
- Ability to prioritize tasks, train and instruct.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to successfully complete a pre-hire, post-offer physical examination.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of hand air tools and specialty tools.
- Operating knowledge of standard diagnostic equipment.
- Operating knowledge of maintenance and custodial equipment function.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Fleet Manager & Director of Transportation	5010 & 050503

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Position will assist with day to day supervision of equipment technicians.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Utilizes P-card to obtain various approved materials.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy	X			
Coordinate		X		
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills	X			
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X