

Job Description

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

Job Code: **070827**
 FLSA Status: **Non-Exempt**
 Pay Range: **G24**
 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.

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. Perform 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. Complete all assigned repair tasks in a timely manner to reduce downtime. Transport equipment and fuel to and from schools and other facilities in a safe manner; maintain fuel record keeping.	D	50%
2. Responsible for parts identification; collaborate with parts personnel for ordering. Proper use of manuals and schematics using both electronic and printed formats. Using district information technology systems, process work orders, email, order parts, customer communications, networking, weather updates, and all other functions to maintain work records and reports.	D	20%
3. 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. Demonstrate proper use and operation of equipment to staff and customers.	D	20%
4. Fabricate or repair with all types of metal working and welding equipment, including minor body repairs.	W	5%
5. Perform other job-related duties as assigned to include responding to after-hour emergencies.	ongoing	5%
TOTAL		100%

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.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of diagnostics and repair of all district facilities and maintenance equipment.
- Ability to operate district equipment such as tractors, mowers, construction equipment, floor care machines, trucks & trailers, following all safety guidelines.
- Parts and equipment manual/schematic knowledge.
- Ability to prioritize tasks, train and instruct.

- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of hand air tools and specialty tools, standard diagnostic equipment.
- Operating knowledge of maintenance and custodial equipment function.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Equipment Svc Technician Lead& Fleet Manager	060224 & 050503

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X