

# **FIELD SERVICE AND PARTS ROOM TECHNCIAN**

## **Tompkins County**

**Classification:** Competitive

**Labor Grade:** 10

**Approved:** 0

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years experience in an automotive shop performing or assisting in the lubrication and repair of automotive equipment.

### **SPECIAL REQUIREMENTS:**

Must possess and maintain a New York State Drivers License Class A or B with Tank, Hazardous Materials, and Air Brake endorsements. Endorsements are required at the time of application.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has two main areas of focus. Fifty percent of the employee's time is spent maintaining the Highway Department's shop parts room. Forty percent is spent servicing and making minor repairs to Public Works vehicles and equipment in the field. The remaining ten percent is expended on miscellaneous responsibilities including back-up assistance to the heavy equipment mechanics and general maintenance of the Highway garage building. The employee is required to exercise considerable autonomy and initiative to keep the store-like parts room functioning. The incumbent works under the general supervision of the Equipment Service Manager with some leeway allowed for the exercise of independent judgment. The employee is required to interpret and evaluate situations against the established policies and procedures and take appropriate action in a given situation. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

#### **Parts Room Management:**

- Maintains the parts room inventory using a computer automated software program.
- Performs a physical inventory of parts and supplies.
- Interacts with vendors to determine best sources and lowest cost of parts and supplies.
- Orders, receives, and returns parts and supplies as necessary.
- Issues parts and supplies.
- Stocks and issues all Personal Protection Equipment.
- Creates and monitors the status of Work Orders for repair and services performed by the Shop staff.

#### **Field Equipment Service Technician duties:**

- Fuels, lubricates, and performs general servicing of equipment in the field/shop.
- Makes minor repairs to equipment in the field.
- Provides backup assistance to the Heavy Equipment Mechanics/Painter Mechanic.
- Inspects and services in accordance with maintenance schedules.
- Checks and lubricates transmissions, differentials, and rear axle housing.
- Inspects and replaces light bulbs, electrical switches, and defective wiring.
- Inspects and replaces belts, hoses, cutting edges, and drain and flush radiators.
- Repairs flat tires, mounts tires on wheel rims, and inflates tires to recommended pressure.

### **Maintenance of Highway Garage systems:**

- Performs monthly inspections and maintenance of fire extinguishers and lighting.
- Services and operates the waste oil shop furnace.
- Services and maintains the pressure washer system.
- Services and maintains the overhead and walk-through doors.
- May perform occasional plumbing and electrical duties as necessary.
- Daily monitoring of the Department's automated fueling system.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the tools and equipment used in the service and minor repair of motor vehicle and Public
- Works equipment;
- Working knowledge of automotive and equipment fueling and lubricating methods;
- Skill in the use and care of automotive and Public Works equipment and servicing;
- Basic ability to operate heavy equipment enough to move it for servicing;
- Ability to use up-to-date computer automated inventory parts programs and other related office software;
- Ability to plan and manage an extensive inventory of automotive equipment parts and supplies;
- Ability to relate with vendors and dealers to procure the best and least cost parts and supplies;
- Ability to read and interpret complex equipment parts diagrams;
- Ability to inspect automotive equipment and determine the need for grease, oil, water, and gasoline;
- Ability to assist in making mechanical repairs;
- Ability to answer phone, take messages, and relay those messages to appropriate personnel;
- Ability to lift heavy objects;
- Ability to perform activities involving considerable strenuous effort;
- Ability to perform a variety of repair activities not requiring journey-level mechanic experience or knowledge;
- Ability to understand and follow oral and written directions;
- Ability to communicate and work well with others;
- Willingness to use and operate potentially harmful equipment, tools, and machines;
- Willingness to work outdoors and respond to emergency work;
- Willingness to work in inclement weather;
- Manual dexterity is required;
- The employee's physical condition shall be commensurate with the demands of the position.