

PARTS ROOM AND FIELD SERVICE TECHNICIAN

Tompkins County

Classification: Competitive

Labor Grade: 7

Approved: 0

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

Must possess a valid New York State Class A or B permit at the time of application.

Must obtain a New York State Drivers License, Class A or B with air brake endorsements, within 90 days of appointment and maintain such license for the duration of employment.

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

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for overseeing the parts room and for maintaining a parts inventory. Independence and initiative is necessary in order to ensure that the parts room functions efficiently. The employee is responsible for ensuring that parts and supplies are available to shop personnel and highway department staff as needed. This position also involves performing equipment service, minor repair and preventative maintenance and assisting shop mechanics in the maintenance and repair of public works vehicles and equipment; both in the shop and in the field. The work is performed under direct supervision of the Equipment Service Manager in accordance with established policies and procedures. Work requiring more independence and responsibility is given to the incumbent as his/her skill level increases. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintain the inventory and perform maintenance of parts room and parts storage areas, orders and receives parts;
- Interaction with vendors to determine best sources and lowest cost of parts and supplies;
- Inputs parts and repair data using various computer programs;
- Issues parts and supplies to mechanics and tools and personal protective equipment to highway staff services
- automobiles, trucks, bulldozers, graders, rollers, backhoes and other public works equipment with proper
- lubricants and fluids to manufactures recommendations;
- Inspects and services in accordance with maintenance schedules;
- Performs minor repair of equipment in the field;
- Performs routine checks and minor repairs of highway shop and shop equipment;
- Assists Mechanics with automotive and heavy equipment repair and maintenance activities;
- Drives fuel truck to perform fueling and lubrications at work sites;
- Performs monthly inspections of fire extinguishers for the Highway division
- The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- 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 a inventory of equipment parts and supplies allowed by budget
- Ability to read and interpret complex parts diagrams and communicates to vendors what is needed

- Working knowledge of the tools and equipment used in 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;
- Ability to independently inspect and service highway department equipment and determine the need for grease, oil, water, and gasoline;
- Ability to assist in making mechanical repairs

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS CONTINUED:

- 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;
- Willingness to use and operate equipment, tools and machines;
- Willingness to work outdoors
- Willingness to respond to emergency work;
- Dexterity;
- Ability to understand and follow oral and written instructions;
- Ability to communicate and work well with others;
- Physical condition commensurate with the demands of the position;